# VOLUME VI
## APPENDICES

COMMON ORIGINATION AND DISBURSEMENT
2009-2010 TECHNICAL REFERENCE

# Glossary

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# Glossary of Terms

## *Academic Competitiveness Grant (ACG) Program*

A federal financial aid grant awarded to eligible applicants who are in their first or second year of undergraduate study and have completed an academically rigorous secondary school program of study. An eligible student may receive an Academic Competitiveness Grant (ACG) of $750 for the first academic year of study and $1,300 for the second academic year of study. To be eligible for each academic year, a student must:

- Be a U.S. citizen or Eligible non-citizen;

- Be a first or second year undergraduate student;

- Be a Federal Pell Grant recipient;

- Be enrolled full-time in a degree program;

- Be enrolled in the first or second academic year of his or her program of study at a two-year or four-year degree-granting institution;

- Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student)

  o If a first-year student, not have been previously enrolled in an undergraduate program; and

  o If a second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year.

## *Academic Year*

A period that begins on the first day of classes and ends on the last day of classes or examinations and that is a minimum of 30 weeks (except as provided in 34 CFR 668.3) of instructional time during which, for an undergraduate educational program, a full-time student is expected to complete at least:

- Twenty-four semester or trimester hours or 36 quarter hours in an educational program whose length is measured in credit hours; or

- Nine hundred clock hours in an educational program whose length is measured in clock hours.

See 34 CFR 668.2 for additional information. Academic years may be scheduled or borrower based. The annual loan limits for a Direct Loan apply to an academic year.

## *Account*

When a record is submitted to COD, the data is organized by student and/or borrower on the COD database. This data is organized into logical groupings called Accounts.

## *Actual Disbursement Record*

A disbursement record submitted to the COD System in order to request or substantiate funding. Actual Disbursement Records post to a student/borrower's award (loan or grant). They either release funds available to a school via draw down or via pushed cash or they substantiate cash already made available to the school. Users submit actual disbursement records on the Common Record Layout with a Disbursement Release Indicator = True.

## *Administrative Cost Allowance (ACA)*

The Department of Education reimburses institutions participating in the Federal Pell Grant Program $5 for unduplicated recipients at the school who receive a Pell Grant. This is money paid to schools to offset some of the cost of delivering financial aid to students. This amount is based on the number of Pell recipients reported by the school, including students who withdrew from the school or were transferred, even if all Federal Pell Grant funds were recovered.

## *Administrative Relief Request*

See Extended Processing Request.

## *Aging of Drawdown*

The process of tracking the time elapsed from the date funds were drawn down to the date a school fully substantiates the drawdown by submitting actual disbursement records.

## *Agreement To Serve (ATS)*

The approved agreement that is used for all TEACH Grants.

## *Anticipated Disbursement Record*

Disbursement information submitted on either an Edit Only record or an Origination Record that is not intended to request or substantiate funding. An anticipated disbursement does not post to a student/borrower's award (loan or grant). Users submit anticipated disbursement information on the Common Record with a Disbursement Release Indicator omitted or set to False.

## *ATS ID*

The unique identifier printed on the ATS. It is made up of a student's SSN, 'C' – for TEACH, the last two digits of the award year, the first six digits of a schools OPEID, and a three-digit sequence number.

Example: 123456789C09012345001

### Attended School

The school or campus where the student attends class for which Federal Financial Aid funds are being used.

### Available Balance

The difference between an obligation and net drawdowns for Pell Grants. Available balance does not include obligations supported by accepted actual disbursements.

### Award

An Award refers to the amount of money a student and/or borrower is eligible to receive for a period of time. Awards are designated by program (e.g., Direct Loan or Pell Grant), by institution, and by award year.

### Award Year

For Pell Grant, the twelve-month period beginning on July 1st and ending June 30th of the following year. This also applies to what has previously been called the Direct Loan Program Year, which is the period of time (approximately 2 1/2 years in length) in which schools could potentially process a Direct Loan for a particular Award Year.

### Batch

A group of records submitted together. Batches can consist of one or more records. Users can submit data for students in a file called a batch. The batch contains a network header record, the Common Record with one or more students / awards / disbursements and the network trailer record. Periodic sweeps of a school's SAIG mailbox are performed to pick up these batches and send them to the COD System for processing.

### Booked Loan

A Direct Loan award that has been linked to a promissory note and an accepted actual disbursement, and has had the disbursement transmitted to servicing.

### Call for Cash

Action taken by FSA to request a return of cash received by a school.

### Campus-Based Programs

The term applied to three federal Title IV student aid programs administered on campus by eligible institutions of postsecondary education:

- Federal Perkins Loan Program

- Federal Work-Study (FWS) Program

- Federal Supplemental Educational Opportunity Grant (FSEOG) Program

## Cash at School

Cash that a school has received, either through self-initiated drawdown or pushed to the school's bank account, minus returned cash.

## Central Processing System (CPS)

This is the Department of Education system that processes information from the Free Application for Federal Student Aid (FAFSA), calculates the Expected Family Contribution (EFC) for each applicant, prints the Student Aid Report (SAR), and transmits Institutional Student Information Record (ISIR) data electronically. Data from the CPS system is used by the COD System to verify eligible students.

## Common Origination and Disbursement (COD) Process

The COD Process is a common process integrated with a system designed to support origination, disbursement, and reporting of the Pell Grant and Direct Loan programs.

## Common Origination and Disbursement (COD) System

The COD System is a technical solution designed to accommodate the COD Process for the Pell Grant and Direct Loan programs.

## Common Record

The Common Record is a data transport mechanism exchanged by trading partners participating in Federal Student Aid. The Common Record is a document formatted in Extensible Markup Language.

## Common School Identifier (CSID)

See Routing Identifier

## Complex Element

An XML Element that contains other elements. It may also contain text, but it isn't required. Elements contain other elements in order to provide for logical groupings of data. For example, an applicant's name information can be represented by the following XML:

```
<Name>
    <FirstName>Heidi</FirstName>
    <LastName>Smith</LastName>
</Name>
```

Through the nesting of first name and last name information in the Name complex element, the information is logically grouped and the meaning of the group is clear. Complex elements can contain other complex elements so many levels of nesting and organization are possible.

## Correction Edit Codes

Applies to users in the Pell Grant program only. For schools that have selected to have their Pell Grant data corrected rather than rejected, the COD system automatically corrects the data and sends a response to the school that submitted the record indicating that a correction took place,

the element corrected, the original value, and the corrected value. Edits that can be corrected, rather than rejected, are indicated with a C/R in the *Volume II, Section 4 - Edits* codes in the *2009-2010 COD Technical Reference*.

## Cost of Attendance (COA)

Tuition and fees, room and board expenses while attending school, allowances for books and supplies, transportation, loan fees (if applicable) dependent child care costs, costs related to a disability, study-abroad costs, and other miscellaneous expenses, as outlined in Section 472 of the Higher Education Act.

## CPS Transaction Number

A transaction number from eligible ISIR used to calculate the award.

## Credit Check

A review of a borrowers credit history and a credit check are initiated against the borrower for a PLUS or Grad PLUS Loan when the COD system receives a PLUS or Grad PLUS Loan Award. Parents or graduate and professional students may request an abbreviated credit check to verify eligibility. Authorized users initiate an abbreviated credit check via the web. Before a credit check may be initiated on the web, the school must obtain written permission to conduct the credit check by having the applicant sign either a PLUS MPN or a Credit Check Authorization form. A current credit check is one that has been performed within the last 90 days.

## Current Funding Level (CFL)

Total amount of cash available for a school to draw down at any point in time, and is a subset of the school ceiling amount (SCA). A school's current funding level may be adjusted based on the amount of substantiated cash. A change in CFL will directly impact the SCA.

## Current Social Security Number

This is the Social Security Number (SSN) that is in the Current Social Security Number field on the greatest CPS Transaction Number used to establish an award for this student on the COD System. Current SSN is a component of the student identifier in the COD System.

## Direct Loan Origination System (DLOS)

The Direct Loan Origination System is the system that processed Direct Loan data through the 2001-2002 processing cycle. The Common Origination and Disbursement (COD) system replaced the Direct Loan Origination System beginning with the 2002-2003 Award Year processing cycle.

## Direct Loan Program

A Federal program where the government provides five types of education loans available to students, parents:

- Federal Direct Subsidized Loan (for students)

- Federal Direct Unsubsidized Loan (for students)

- Federal Direct PLUS Loan (for parents and graduate and professional students [Grad PLUS])

- Federal Direct Consolidation Loan (for students and parents)

These loans, which are referred to collectively as Direct Loans, are guaranteed by the U.S. Department of Education.

## Disbursement

Title IV program funds are disbursed when a school credits a student's account with funds or pays a student or parent directly with either:

- Title IV funds received from ED

- Federal Family Education Loan (FFEL) Program funds received from a lender or,

- Institution funds used before receiving Title IV program funds.

## Disbursement Acknowledgement

Applies to Phase-In Participants only. Term used for the COD response, which is sent to the schools when a disbursement record is sent to COD. This term does not apply for 2005-2006 Award Year and forward.

## Disbursement Release Indicator

The Disbursement Release Indicator is a tag on the Common Record that designates a record as an Actual Disbursement Record. It signals the COD System to post the amount of disbursement to an award (loan/grant). Formerly referred to as the Payment Trigger Flag.

## Document

In the context of XML, a document is a message or data transmission and is a combination of markup and content. Markup is a type of language contained within start and end tags. Content is the data that falls between the tags. A Common Record message or transmission is considered to be an XML document. A Common Record document can be thought of as a batch.

## Drawdown

A drawdown occurs when a school or COD, on behalf of a school, initiates a request for money through G5, and the funds are transmitted from the US Treasury to the school's bank account.

## Edit/Comment Codes

These are a series of numeric codes that explain processing results, including data corrections, duplicates, and record rejects, for specific processed records for all award years.

### Edit Only Record

In the COD Process, a record sent with anticipated disbursement information for editing purposes only. Edit Only Records may originate an award, but are not intended to request or report funds. Schools using the Common Record submit a record with the Disbursement Release Indicator set to False.

### Element

XML documents consist of elements that are preceded and terminated with tags. An example of an element is <LastName>Smith</LastName>, where LastName is an element.

### Eligible Applicant

An eligible applicant is a student who has submitted a Free Application for Federal Student Aid (FAFSA) and meets the eligibility requirements Title IV financial aid. The student must be currently enrolled or be a prospective student at a postsecondary school which is eligible to participate in Student Financial Aid programs.

### Eligible Program

An educational program that meets regulatory requirements for participating in Title IV programs.

### Eligibility Used

The Eligibility Used percentage is calculated by summing all of the accepted actual disbursement records for this student at the attended institution and dividing that amount by the Scheduled Federal Pell Grant Award at the attended institution.

### Endorser

A person who signs a PLUS loan on behalf of the parent or graduate student because the parent's or graduate student's credit check was declined. The endorser accepts full financial responsibility to pay back the PLUS loan if the parent does not do so.

### Enrollment Date

The first date that the student was enrolled in an eligible program for the designated award year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2007-2008 funds, report the actual start date of the student's classes for that payment period.

### Enterprise Application Integration Bus (EAI Bus)

This system acts as a bridge between schools, related systems and the COD System. It transmits information from schools' SAIG mailbox to COD and vice versa. Also, referred to as Middleware.

### Enterprise Wide

FSA is seeking solutions, which support all of the FSA enterprise, not just a departmental solution.

## Expected Family Contribution (EFC)

The figure that indicates how much of family's financial resources should be available to help pay a student's postsecondary education expenses. This figure, which is determined according to a statutorily defined method known as the federal Need Analysis Methodology, is used for all students in determining eligibility for Title IV student financial aid.

## Extended Processing

The Direct Loan Program provides award relief during extenuating circumstances. An institution may request extended processing if it is unable to meet the processing deadline (also known as Closeout Deadline). The Department of Education grants extended processing due to either an event, such as a natural disaster, or a processing error. The Federal Pell Grant Program provides grant relief during extenuating circumstances. An institution may request administrative relief when it is unable to meet the September 30th deadline for submitting records, due to either an event, such as a natural disaster, or a processing error.

## Federal Pell Grant Payment Schedule

The Schedule of Federal Pell Grant Awards. The Schedule is based on the EFC, the enrollment status, and the school COA. The schedule is usually posted in January on the IFAP Web site for the upcoming award year.

## Federal Pell Grant Program

A type of federal financial aid awarded to eligible, qualified applicants. A Federal Pell Grant, unlike a loan, does not need to be repaid. Generally, Pell Grants are awarded only to undergraduate students that have not earned a bachelor's or professional degree.

## Federal Supplemental Education Opportunity Grant (FSEOG)

A campus-based aid program that provides grant assistance to students with financial need who are in undergraduate programs and have not earned a bachelor's degree or first professional degree. Priority in awarding FSEOG funds is given to students who have exceptional financial need and are Federal Pell Grant recipients.

## Financial Aid Management System (FMS)

This system is the general ledger for FSA. FMS works with G5 to communicate financial information and to pay out disbursements to schools.

## FISAP

Fiscal Operations Report and Application to Participate in Campus-Based Programs. A report showing how a school spent allocated funds during the prior award year and an application to participate in the upcoming award year that must be submitted annually by schools that participate in any of the Campus-Based Programs.

## Free Application for Federal Student Aid (FAFSA)

This is the application that must be filed by an applicant to apply for any student financial aid distributed by the federal government.

Please visit http://www.fafsa.ed.gov/ for more information.

## Freeze Cash

Action FSA takes to eliminate a school's ability to draw additional funds. A Freeze Cash is usually preceded by a Call for Cash.

## FSA

The Office of Federal Student Aid within the U.S. Department of Education.

## Full Participant

Beginning in 2005-2006, all schools became Full Participants. This term is being phased out of the COD Technical Reference.

## Full Response

A Common Record response document that contains all of the original tags and data sent by the school and the processing results, edit codes, and rejected data elements.

## G5

G5 (the system formerly known as GAPS) is the system used by the U.S. Department of Education's Office of Chief Financial Officer to process school-specific obligations and to make payments (drawdowns) against those obligations. G5 communicates with the COD system through FMS. G5 is part of EDCAPS and interfaces directly with U.S. Treasury's Federal Reserve System.

## Grants Administration & Payment System (GAPS)

See G5.

## Information for Financial Aid Professionals (IFAP)

This FSA web site (http://www.ifap.ed.gov) provides information to financial aid professionals in the areas of Title IV federal programs, publications, regulations, and correspondence regarding administration of Title IV federal programs. This Web site also maintains Action Letters, Dear Partner Letters, Direct Loan Bulletins, Electronic Announcements (P-Messages), Federal Registers, and FSA Handbooks issued by the US Department of Education.

## Institutional Student Information Record (ISIR)

This is the electronic version of the Student Aid Report (SAR) that indicates eligibility for the Federal Pell Grant Program. The ISIR contains the family's financial and other information reported on the Free Application for Federal Student Aid (FAFSA), as well as key processing results and National Student Loan Data System (NSLDS) Financial Aid

History information. It is transmitted electronically to postsecondary schools and state educational agencies.

## Loan Origination Center (LOC)

The Loan Origination Center located in Montgomery, Alabama provides origination servicing to Direct Loans for the 2001-2002 and prior award years. The LOC continues to receive paper MPNs for 2002-2003 and forward.

## Master Promissory Note (MPN)

The approved promissory note that is used for all Direct Subsidized and Unsubsidized Loans, Grad PLUS Loans and Parent PLUS Loans.

## Middleware

See Enterprise Application Integration Bus

## MPN Acknowledgement

Term used for the COD response, which is sent to Phase-In Participant schools upon receipt of an MPN once edits have been performed and the linking attempted by COD.  This term does not apply for 2005-2006 Award Year and forward.

## MPN ID

The unique identifier printed on the MPN. It is made up of a student's SSN, 'M' – for subsidized or unsubsidized, 'R' – for Grad PLUS, or 'N' – for parent PLUS, the last two digits of the award year, a school's Direct Loan code, and a three-digit sequence number.

Example: 123456789M07G12345001

## Multiple Reporting Record (MRR)

For the Pell Grant, ACG, and National SMART Grant programs, the Multiple Report Record (MRR) identifies originations and/or disbursements being reported by more than one institution for the same student. The multiple report records are designed to provide institutions with information to identify and resolve potential overaward payments and concurrent enrollments before they occur. Institutions may request records identifying the institutions which have originated or disbursed for specific recipients, specific institutions, or for all students originated at their school. This request can be done electronically through the COD web site or by phone to COD School Relations Center (1-800-474-7268).

## Multi-Year (MY) Feature

A feature of the Master Promissory Note, which allows multiple Direct Loans for the same student/borrower to link to the same MPN. Beginning in 2003-2004 award year, all Direct Loan schools are eligible to use the Multi-Year Feature of the MPN.  Once an MPN has been accepted and remains open, schools that choose to use this feature do not have to obtain a new promissory note each academic year.

## *National Science and Mathematics Access to Retain Talent (SMART) Grant Program*

A federal financial aid grant awarded to eligible applicants who are majoring in specific science, math, or foreign language courses of study, and are enrolled in a four-year degree granting institution. To be eligible for a SMART grant, a student must:

- Be a U.S. citizen or Eligible non-citizen;

- Be a third, fourth, or fifth year/other undergraduate student;

- Be a Federal Pell Grant recipient;

- Be enrolled full-time in a degree program;

- Be enrolled in a four-year degree-granting institution;

- Major in physical, life or computer science, engineering, mathematics, technology, or a critical foreign language; and

- Have at least a cumulative 3.0 grade point average on a 4.0 scale in the coursework required for the student's major.

## *National Student Loan Data System (NSLDS)*

As a Title IV automated system, the National Student Loan Data System, or NSLDS, is a national database of information about loans and other financial aid awarded to students under Title IV of the Higher Education Act of 1965. This system prescreens applications for Title IV aid, supports program administrative research functions, and improves Title IV aid delivery through automation and standardization.

## *Option*

Parameter or criterion used to process information by the COD System. Schools have the ability to set some processing options by accessing the COD web site (http://www.cod.ed.gov) or contacting the COD School Relations Center and requesting that an option be updated by FSA. See Volume II, Section 1 – Implementation Guide under School Processing Options in the 2009-2010 COD Technical Reference for more information.

## *Origination Acknowledgement*

Applies to Phase-In Participants only. Term used for the COD response, which is sent to the schools when an origination record is sent to COD. This term does not apply for 2005-2006 Award Year and forward.

## *PLUS*

PLUS loans enable parents to borrow federal funds to pay the education expenses of each child who is a dependent undergraduate student. PLUS loans are part of the Federal Direct Loan program. PLUS loans also allow graduate and professional students to borrow federal funds to pay their educational expenses up to the cost of attendance, minus other aid. Loans made to graduate/professional students are referred to as Grad PLUS loans.

## Payment Analyst

Formerly referred to as Reimbursement Analyst. An FSA employee who ensures that schools have accurately determined FSA eligibility of and payment to each student, with sufficient funds in the school's G5 account, and submits documentation to that effect.

## Payment to Servicer Amount

Amount of payment sent to the Servicer by the borrower within 120 days of the disbursement date. COD receives this information from the Direct Loan Servicing System and generates a Payment to Servicer Response/Acknowledgement to the school.

## Payment Trigger Flag

See Disbursement Release Indicator.

## Phase-in Participant

This term does not apply for 2005-2006 Award Year and forward. A school that submits "legacy" records in fixed-length, flat file formats to COD over the Student Application Internet Gateway (SAIG) instead of using the Common Record in XML format. For the 2005-2006 Award Year and forward, schools must be Full Participants.

## Postsecondary Education Participants System (PEPS)

PEPS is the U.S. Department of Education system that provides the COD system with school eligibility information.

## Pell Overaward Process (POP)

Federal Pell Grant recipients are allowed to receive a maximum of one full Scheduled Pell Grant during an award year. The COD System is programmed to calculate the percentage of Scheduled Pell Grant used (based on Section 690.65 of the regulations) each time a school reports a disbursement to the student. Any amount exceeding 100 percent of a full Scheduled Pell Grant represents an overaward situation. The COD System allows a potential overaward situation to exist for 30 days and sends a warning to all schools involved before reducing all of the students Pell Grant disbursements for that award year to zero.

## Promissory Note

A legally binding contract between a lender and a borrower that contains the terms and conditions of the loan, including how the loan is to be repaid. It becomes legally binding when signed (executed) by the borrower.

## Receipt

The COD System returns a receipt for every Common Record document that is received via SAIG and can be read by the COD System. The COD System returns a receipt after it validates the Common Record against the XML Schema, but before actual processing of the Common Record.

## Recipient Financial Management System (RFMS)

The Recipient Financial Management System is the system that processed Pell Grant data from the 1999-2000 through the 2001-2002 processing cycles. The Common Origination and Disbursement (COD) system replaced the RFMS beginning with the 2002-2003 Award Year processing cycle.

## Reject Edit Codes

The system does not continue processing the record and sends a response/acknowledgement to the school indicating the reject reason and the relevant data element.

## Release Record

In the COD Process, a record that changes an Edit Only or anticipated disbursement to an Actual Disbursement Record. Schools using the Common Record submit a new record with the Disbursement Release Indicator set to True.

## Reporting School

The school that sends and receives data for the campuses or students it serves. The Reporting School must be a school and cannot be a 3rd Party Servicer.

## Response

The Common Record document sent back to the school after processing of an incoming Common Record document is complete. This Common Record contains processing results and edit codes and may be either a Full or Standard Response.

## Routing Identifier

An identifier established by the U.S. Department of Education in Award Year 2002-2003 as an identifier assigned to schools and Third Party Servicers that is common across the Pell Grant and Direct Loan programs. It is a randomly generated eight-digit number that replaces the Pell Institution Number and Direct Loan (E/G) School code for the reporting of Pell Grant and Direct Loan data. It was previously referred to as the Common School Identifier (CSID).

## School Closeout

The process of identifying and submitting any outstanding records for an award year and returning any money for which there are no records to substantiate its use.

## Simple Element

An XML Element that does not contain any other elements. A Simple Element contains only text. An example of a Simple Element is:

```
<LastName>Smith</LastName>
```

## Single Year (SY) Feature

A feature of the Master Promissory Note which allows multiple Direct Loans for the same student/borrower with the same academic year from the same school to link to the same MPN.  The Single Year Feature applies to schools that choose not to use the Multi-Year Feature.  Schools that choose to use this feature must obtain a new promissory note for each academic year.

## Standard Response

A Common Record response document that contains only the processing results, edit codes, and rejected data elements.

## Student Aid Internet Gateway (SAIG)

The SAIG (formerly TIVWAN) is the internet-based mailbox system used to transmit data between the schools and the U.S. Department of Education systems.  Schools must enroll in SAIG before they can begin transmitting records to COD.

## Student Aid Report (SAR)

After the student's FAFSA is processed by the Central Processing System, the processor produces a Student Aid Report (SAR) that is sent to the student. The SAR reports the information from the student's application and, if there are no questions or problems with the application, the Expected Family Contribution (EFC), the number used in determining the eligibility for federal student aid, and the students financial aid history.

## Subsidized Direct Loan

A subsidized loan (sub) loan is a Direct Loan given to a student that does not begin accruing interest charges until six months after the student has left school. The federal government does not charge interest while the student is in school at least half-time, during the grace period, or during deferments (postponements of repayment).

## Substantiate

The act of accounting for funds already drawn.  In the COD Process, institutions can substantiate funds by sending in an Actual Disbursement Record.

## Tag

A tag is an element name that is used inside brackets to denote the beginning and end of content.  For example, `<LastName>Jones</LastName>` uses the tag of `LastName`.

## Teacher Education Assistance for College and Higher Education (TEACH) Grant

As a result of the College Cost Reduction and Access Act (CCRAA) of 2007, the Teacher Education Assistance for College and Higher Education (TEACH) Grant program is offered beginning with the 2008-2009 Award Year.  The TEACH program provides funds to students

who, in return, agree to teach four years within the first eight years of their graduation. Students must complete an Agreement To Serve (ATS), after which they may qualify for up to $4,000 in a single award. Failure to meet the terms of the Agreement To Serve may result in forfeiture of the grant, which becomes an Unsubsidized Direct Loan that the student must repay.

## Third-Party Servicer

An individual or a State, or a private, profit or non-profit organization that enters into contract with an eligible institution (school) to administer, through either manual or automated processing, any aspect of the institution's (school's) participation in any Title IV, HEA program.

## Title IV Student Financial Aid

Federal financial aid programs for students attending postsecondary educational schools, authorized under Title IV of the Higher Education Act of 1965, as amended. The programs are administered by the U.S. Department of Education. Title IV programs consist of:

- Academic Competitiveness Grant (ACG)

- Federal Consolidation Loans

- Federal Direct Student Loans

- Federal Family Education Loan (FFEL) Program

- Federal Pell Grants

- Federal Perkins Loans

- Federal Supplemental Educational Opportunity Grant (FSEOG)

- Federal Work Study (FWS)

- Gaining Early Awareness and Readiness for Undergraduates Program (GEAR-UP)

- Leveraging Educational Assistance Program (LEAP)

- National Science and Mathematics Access to Retain Talents (SMART) Grant

- Robert C. Byrd Honors Scholarships

- Teacher Education Assistance for College and Higher Education (TEACH) Grant

## Trading Partner

Two parties that exchange electronic data. Trading partners include: COD and schools; FFEL partners and schools; state grant agencies and schools; and alternative loan partners and schools.

## Unbooked Loan/Grant

A loan/grant which does not have an accepted actual disbursement and/or is not linked to an accepted Promissory Note or Agreement To Serve.

## Unsubsidized Direct Loan

An unsubsidized (unsub) loan is a Direct Loan given to a student that will begin accruing interest charges from the disbursement date forward. The federal government charges interest to students on these loans from the date of disbursement. While the student is in school, in the grace period, or in deferment, students are not required to make payments on the loans, but may choose to do so.

## Unsubstantiated Cash

Calculated as net cash at school (i.e. net excess cash returns) received for the award year, not including cash at schools for the last 30 days minus total accepted disbursements (booked disbursements for DL) for award year.

## Warning Edit Codes

The record is processed, but a warning is sent to the school to alert them to a possible regulatory violation. The response/acknowledgement sent includes a code indicating a warning, the warning type, and the relevant data element.

## XML

Extensible Markup Language.

## XML Schema

XML Schema specifies the rules surrounding the structure of an XML document. It defines the elements present in the document and the order in which they appear, as well as any attributes that may be associated with an element.

# Funding Methods

*This section describes the two methods for delivering cash to schools, Advanced Funded and Pushed Cash. Here you will find more information regarding those delivery methods as well as controls and processing options pertinent to funding.*

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# Current Funding Level (CFL)

The Current Funding Level is one of the mechanisms to assist and ensure schools are reporting disbursement records on a timely basis. The CFL is the total (cumulative award year to date) amount of funding authorization given to a school at any point of time, and is a subset of the school ceiling amount (SCA). The available balance, or the amount the school can draw/receive, is its CFL minus net drawdowns. A separate CFL is maintained for each program by award year. A school's CFL may be adjusted upwards and/or downwards based on reported disbursements and other activity throughout the year.

## Business Rules

1. The CFL can be increased by FSA to reflect the needs of a school.

2. The current CFL for a school, each cash transaction, and the amount of that cash transaction that has been substantiated can be viewed on the COD web site.

3. If a school determines that the CFL is not at an appropriate level, the school can contact their customer service representative and request that FSA increase their CFL.

4. Depending on the school's funding method, when a school's total accepted actual disbursement records exceed net drawdowns, funds are either:

   a. Transmitted (pushed) automatically to the school's bank account

      OR

   b. Made available for the school to draw down through the G5 System

5. If drawdowns are not substantiated fully within a prescribed period of time, the school's access to cash may be restricted.

6. Schools are contacted by a Customer Service Representative as soon as it appears that the school is having difficulty substantiating drawdowns in a timely manner.

7. If access to cash is to be restricted, schools will receive electronic warning notices and/or letters from Customer Service and/or FSA.

**G5 System**

The G5 System was formerly known as the Grant Administration and Payment System (GAPS)

# Funding Methods

There are two methods for delivering cash to schools:

- Advanced Funded

- Pushed Cash/Just-In-Time

## *Advanced Funded*

Under the Advanced Funded delivery method, schools initiate draw down requests through the G5 System.  Schools may only draw down cash up to their available balance. The available balance is the difference between the school's CFL and their net drawdown amount for a given award year and program. The U.S. Treasury transmits funds electronically to a school's bank account.

## *Pushed Cash*

Under the Pushed Cash/Just-In-Time funding delivery method, a school has cash deposited in its bank account based on actual disbursements that are submitted and accepted by the COD System.   For Direct Loans, an origination record and accepted MPN is required before an actual disbursement is accepted and cash pushed to the school.

All schools who participate in the ACG and National SMART Grant Programs will be placed in the Advanced Funded funding method status. The COD System will assign a stop pay monitoring status of HCM1, HCM2, and Reimbursement to any school participating in the ACG and National SMART Grant Programs who have a stop pay monitoring status for the Pell Program.

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# Funding Controls

Schools' ability to receive cash to fund their Pell Grants, ACG Grants, National SMART Grants, TEACH Grants, and Direct Loans is contingent upon submitting actual disbursement records fully and timely to substantiate, or account for, the cash already received. The business rules associated with the two (2) funding methods (Advanced Funded and Pushed Cash/Just-In-Time) and the three (3) review statuses (HCM1, HCM2, and Reimbursement are listed below:

## *Advanced Funded*

Under Advanced Funded, schools can submit actual disbursement records in advance of, on, or after the disbursement date.

### Business Rules

1. Schools can initiate drawdowns through the G5 System up to their amount of available CFL.

2. At the beginning of each award year, a school's initial CFL amount is calculated for Pell Grants and Direct Loans on the basis of the school's prior year disbursement history.

> The business rule regarding Advanced Funded schools not receiving an initial CFL for ACG and National SMART Grant programs was effective beginning with the 2007-2008 Award Year.

3. Advance Funded schools will not receive an initial CFL for ACG, National SMART Grant and TEACH Grant Programs prior to having records accepted by COD. The school is given an initial CFL when their first disbursement record is accepted and posted by COD.

4. Each drawdown a school receives must be substantiated with actual disbursements submitted and accepted by the COD System.

   a. Upon acceptance of an actual disbursement, the COD System calculates whether or not the CFL needs to be increased.

5. Actual disbursement records can be submitted within the following parameters:

   a. For the Pell Grant Program, up to 30 calendar days prior to the disbursement date.

   b. For the ACG, National SMART Grant, and TEACH Grant Programs, up to seven (7) calendar days prior to the disbursement date.

   c. For the Direct Loan Program, up to seven (7) calendar days prior to the disbursement date.

6. Actual disbursements are applied to substantiate drawdowns on a first-in/first-out basis.

7. The CFL may change throughout the year as the school transmits actual disbursement information on a "timely basis" and the COD System accepts the disbursements. A school's CFL can be decreased according to the program specific requirements and/or activity.

8. For Direct Loan, a school approved for the Advanced Funding method may request to be switched to the Pushed Cash funding method.

9. For Direct Loan, Reimbursement schools are required to have an accepted origination record and accepted MPN before COD will accept actual disbursements.

## *Pushed Cash/Just-In-Time*

Schools in the Pell Just-In-Time pilot program are extended certain regulatory relief not provided to other schools. Direct Loan schools that are Pushed Cash share similar business rules.

### Business Rules

1. Schools have cash deposited in their bank account based on actual disbursements that are submitted to and accepted by the COD System.

2. Actual disbursements can be submitted up to seven (7) calendar days before the disbursement date.

3. Schools do not get a CFL until the COD System accepts and posts actual disbursements records.

4. Cash can be deposited in the school's bank account by the disbursement date of an accepted and posted actual disbursement.

5. The school must return cash when a downward adjustment to a disbursement amount is made or the school's cash exceeds the amount of net accepted and posted disbursements in order to have a zero ending cash balance.

## *Cash Monitoring 1 (HCM1)*

A school can be placed on Cash Monitoring 1 (HCM1) review status by FSA. Under the HCM1 review status, schools may draw down cash through the G5 System or have direct cash payment deposited in its bank account based on actual disbursements submitted to and accepted by the COD System.

### Business Rules

1. For Pell Grant, ACG, National SMART Grant, and TEACH Grant the Cash Monitoring1 (HCM1) funding control uses the Advanced Funded delivery method.

   a. Upon acceptance of actual disbursements, schools can initiate drawdowns through the G5 System up to the amount of their available CFL.

2. For Direct Loan, schools placed on Cash Monitoring1 (HCM1) will continue to use the same funding method (Advanced Funded or Pushed Cash) they had prior to being placed on HMC1.

3. For Pell Grant, the school does not have a CFL until the COD System accepts and posts actual disbursements.

a.  The school's CFL will equal its net accepted actual disbursements.

4.  HCM1 schools will not receive an initial CFL for the ACG, National SMART Grant, and TEACH Grant Programs prior to having records accepted by COD. The school is given an initial CFL when their first disbursement is accepted and posted by COD.

5.  For Direct Loan, a school on HCM1 that is Advanced Funded will receive an initial CFL based on their prior year's disbursement history.

6.  Actual disbursements can be submitted up to seven (7) calendar days before the disbursement date.

7.  Schools placed on HCM1 are required to submit documentation of disbursements as directed by FSA.

8.  For Direct Loan, HCM1 schools are required to have an accepted origination record and accepted MPN before COD will accept actual disbursements.

> The business rule regarding HCM1 schools not receiving an initial CFL for ACG and National SMART Grant programs was effective beginning with the 2007-2008 Award Year.

## Cash Monitoring 2 (HCM2)

A school is placed on Cash Monitoring 2 (HCM2) by FSA. Under the HCM2 funding control, the FSA School Participation Team (SPT) initiates a drawdown through the G5 System on behalf of a school or direct cash payments are deposited in the school's bank account based on actual disbursements submitted to and accepted by the COD System and released by the FSA School Participation Team.

### Business Rules

1.  For Pell Grant, Cash Monitoring 2 (HCM2) uses the Pushed Cash funding method.

    a.  The FSA School Participation Team initiates the drawdown through the G5 System upon review of required documentation.

2.  For ACG, National SMART Grant, and TEACH Grant, Cash Monitoring 2 (HCM2) uses the Advanced Funding delivery method.

    a.  The FSA School Participation Team initiates the drawdown through the G5 System upon review of required documentation.

3.  For Direct Loan, Cash Monitoring 2 (HCM2) uses the Pushed Cash funding method.

    a.  Cash is deposited in the school's bank account based on accepted actual disbursements released by the FSA School Participation Team (Action Queue).

4.  Actual disbursements can be submitted on or after the disbursement date.

5.  Direct Loan and Pell Grant schools receive the first CFL when the first disbursement record for that award year is accepted and posted by COD.

6. ACG, National SMART Grant, and TEACH Grant schools do not receive an initial CFL prior to having records accepted by COD. The school is given an initial CFL when their first disbursement record is accepted and posted by COD.

7. Schools placed on HCM2 are required to submit documentation of disbursements as directed by FSA.

8. For Direct Loan, HCM2 schools are required to have an accepted origination record and accepted MPN before COD will accept actual disbursements.

## *Reimbursement*

Under the Reimbursement review status, the FSA School Participation Team initiates a drawdown through the G5 System on behalf of a school or direct cash payments are deposited in the school's bank account based on actual disbursements submitted to and accepted by the COD System and released by the FSA School Participation Team.

### Business Rules

1. For Pell Grant, schools on Reimbursement use the Advanced Funded delivery method.

   a. The FSA School Participation Team initiates the drawdown through the G5 System upon review of required documentation.

2. For ACG, National SMART Grant, and TEACH Grant, schools on Reimbursement use the Advanced Funded delivery method.

   a. The FSA School Participation Team initiates the drawdown through the G5 System upon review of required documentation.

3. For Direct Loan, schools on Reimbursement use the Pushed Cash funding delivery method.

   a. Cash is deposited in the school's bank account based on accepted actual disbursements released by the FSA School Participation Team (Action Queue).

4. Actual disbursements can be submitted on or after the disbursement date.

5. Pell Grant, Direct Loan, ACG, National SMART Grant, and TEACH Grant schools on a Reimbursement review status do not receive an initial CFL prior to having records accepted by COD. The school is given an initial CFL when their first disbursement record is accepted and posted by COD.

6. Schools placed on Reimbursement are required to submit documentation of disbursements as directed by FSA.

7. For Direct Loan, Reimbursement schools are required to have an accepted origination record and accepted MPN before COD will accept actual disbursements.

# Funding Methods and Processing Option Relationships

## Relationship between Direct Loan Processing Options and Funding Methods

| | Receives an Initial CFL > 0 before submission of any actual disbursements | Initiates drawdown through GAPS | Actual disbursements can be accepted up to 7 days before the disbursement date |
|---|---|---|---|
| **Advanced Funded** | ✓ | School | ✓ |
| **Advanced Funded with HCM1 Review Status** | ✓ | School | ✓ |
| **Pushed Cash** | | COD | ✓ |
| **Pushed Cash with HCM1 Review Status** | | COD | ✓ |
| **Pushed Cash with HCM2 Review Status** | | COD (based on records released from Action Queue by SPT) | |
| **Pushed Cash with Reimbursement Review Status** | | COD (based on records released from Action Queue by SPT) | |

## Relationship between ACG, National SMART Grant, and TEACH Grant Processing Options and Funding Methods

| | Receives an Initial CFL > 0 before submission of any actual disbursements School initiates drawdown through GAPS | Will not receive an Initial CFL before submission of any actual disbursements |
|---|---|---|
| **Advanced Funded** | | ✓ |
| **Advanced Funded with HCM1 Review Status** | | ✓ |
| **Advanced Funded with HCM2 Review Status** | | ✓* |
| **Advanced Funded with Reimbursement Review Status** | | ✓* |

* The School Participation Team initiates drawdown through GAPS upon review of required documentation

## *Relationship between Pell Processing Options and Funding Methods*

| | Pell Standard (Account type = Obligate only) Submits actual disbursements up to 30 calendar days in advance | Pell Just-In-Time (Account type = Obligate/Pay) Submits actual disbursements up to 7 calendar days in advance |
|---|---|---|
| **Advanced Funding** May receive an Initial CFL > 0 before submission of any actual disbursements School initiates drawdown through GAPS | ✓ | |
| **Pushed Cash** Receives no CFL prior to submission of actual disbursements Direct cash payment deposited in school's bank account based on accepted and posted actual disbursements | | ✓ |
| **Cash Monitoring 1 (HCM1)** Receives no CFL prior to submission of actual disbursements School initiates drawdown through GAPS | | ✓ |
| **Cash Monitoring 2 (HCM2)** Receives no CFL prior to submission of actual disbursements The School Participation Team initiates drawdown through GAPS upon review of required documentation | ✓ | ✓ |
| **Reimbursement** Receives no CFL prior to submission of actual disbursements The School Participation Team initiates drawdown through GAPS upon review of required documentation | ✓ | ✓ |

# State, Jurisdiction and Country Codes

# Table of Contents

# State/Jurisdiction Codes

State/Jurisdiction Codes are taken from United States Postal Standard (USPS) Publication 65.

## *Changes to the State/Jurisdiction Codes*

### Additions to the State/Jurisdiction Codes

The following state/jurisdiction codes have been added to schema 3.0b:

| State/Jurisdiction | Code |
|---|---|
| Canal Zone | CZ |

### Removals from the State/Jurisdiction Codes

The following country codes have been removed from the schema and will not be in Schema version 3.0b:

| State Jurisdiction | Code |
|---|---|
| Guam | GM, GUM |

The codes GM and GUM will no longer be valid; please use GU as the state/jurisdiction code for Guam.

| State Jurisdiction | Code |
|---|---|
| Quebec | PQ |

The code PQ will no longer be valid; please use QC as the state/jurisdiction code for Quebec.

| State Jurisdiction | Code |
|---|---|
| Traveling Merchant | XX |

The code XX will no longer be valid.

## State/Jurisdiction Codes

| State | Code | State | Code |
|---|---|---|---|
| Alabama | AL | Nebraska | NE |
| Alaska | AK | Nevada | NV |
| Alberta | AB | New Brunswick | NB |
| American Samoa | AS | New Hampshire | NH |
| Arizona | AZ | New Jersey | NJ |
| Arkansas | AR | New Mexico | NM |
| British Columbia | BC | New York | NY |
| California | CA | Newfoundland | NF |
| Canal Zone | CZ | Newfoundland And Labrador | NL |
| Colorado | CO | North Carolina | NC |
| Connecticut | CT | North Dakota | ND |
| Delaware | DE | Northern Mariana Islands | MP |
| District Of Columbia | DC | Northwest Territories | NT |
| Federated States Of Micronesia | FM | Nova Scotia | NS |
| Florida | FL | Nunavut | NU |
| Georgia | GA | Ohio | OH |
| Guam | GU | Oklahoma | OK |
| Hawaii | HI | Ontario | ON |
| Idaho | ID | Oregon | OR |
| Illinois | IL | Pennsylvania | PA |
| Indiana | IN | Prince Edward Island | PE |
| Iowa | IA | Puerto Rico | PR |
| Kansas | KS | Quebec | QC |
| Kentucky | KY | Republic Of Palau | PW |
| Louisiana | LA | Rhode Island | RI |
| Maine | ME | Saskatchewan | SK |
| Manitoba | MB | South Carolina | SC |
| Marshall Islands | MH | South Dakota | SD |
| Maryland | MD | Tennessee | TN |
| Massachusetts | MA | Texas | TX |
| Michigan | MI | Utah | UT |
| Military-Americas | AA | Vermont | VT |
| Military-Europe | AE | Virgin Islands | VI |
| Military-Pacific | AP | Virginia | VA |
| Minnesota | MN | Washington | WA |
| Mississippi | MS | West Virginia | WV |
| Missouri | MO | Wisconsin | WI |
| Montana | MT | Wyoming | WY |
|  |  | Yukon | YT |

# Country Codes

Country Codes are taken from International Organization for Standards (ISO) 3166.

## *Changes to the Country Codes*

### Additions to the Country Codes

The following country codes have been added to schema 3.0b:

| Country | Code |
|---------|------|
| Guernsey | GG |
| Isle Of Man | IM |
| Jersey | JE |
| Montenegro | ME |
| Saint Barthélemy | BL |
| Saint Martin | MF |

### Removals from the Country Codes

The following country codes have been removed from the schema and will not be in Schema version 3.0b:

| Country | Code |
|---------|------|
|  | CS |

The code element has been deleted from ISO 3166-1 and users should stop using as soon as possible.

## Country Codes, Sorted by Country

| State | Code | State | Code |
|---|---|---|---|
| Afghanistan | AF | Congo, The Democratic Republic of the | CD |
| Åland Islands | AX | Cook Islands | CK |
| Albania | AL | Costa Rica | CR |
| Algeria | DZ | Côte D'Ivoire | CI |
| American Samoa | AS | Croatia | HR |
| Andorra | AD | Cuba | CU |
| Angola | AO | Cyprus | CY |
| Anguilla | AI | Czech Republic | CZ |
| Antarctica | AQ | Denmark | DK |
| Antigua and Barbuda | AG | Djibouti | DJ |
| Argentina | AR | Dominica | DM |
| Armenia | AM | Dominican Republic | DO |
| Aruba | AW | Ecuador | EC |
| Australia | AU | Egypt | EG |
| Austria | AT | El Salvador | SV |
| Azerbaijan | AZ | Equatorial Guinea | GQ |
| Bahamas | BS | Eritrea | ER |
| Bahrain | BH | Estonia | EE |
| Bangladesh | BD | Ethiopia | ET |
| Barbados | BB | Falkland Islands (Malvinas) | FK |
| Belarus | BY | Faroe Islands | FO |
| Belgium | BE | Fiji | FJ |
| Belize | BZ | Finland | FI |
| Benin | BJ | France | FR |
| Bermuda | BM | French Guiana | GF |
| Bhutan | BT | French Polynesia | PF |
| Bolivia | BO | French Southern Territories | TF |
| Bosnia and Herzegovina | BA | Gabon | GA |
| Botswana | BW | Gambia | GM |
| Bouvet Island | BV | Georgia | GE |
| Brazil | BR | Germany | DE |
| British Indian Ocean Territory | IO | Ghana | GH |
| Brunei Darussalam | BN | Gibraltar | GI |
| Bulgaria | BG | Greece | GR |
| Burkina Faso | BF | Greenland | GL |
| Burundi | BI | Grenada | GD |
| Cambodia | KH | Guadeloupe | GP |
| Cameroon | CM | Guam | GU |
| Canada | CA | Guatemala | GT |
| Cape Verde | CV | Guernsey | GG |
| Cayman Islands | KY | Guinea | GN |
| Central African Republic | CF | Guinea-Bissau | GW |
| Chad | TD | Guyana | GY |
| Chile | CL | Haiti | HT |
| China | CN | Heard Island and Mcdonald Islands | HM |
| Christmas Island | CX | Holy See (Vatican City State) | VA |
| Cocos (Keeling) Islands | CC | Honduras | HN |
| Colombia | CO | Hong Kong | HK |
| Comoros | KM | Hungary | HU |
| Congo | CG | Iceland | IS |

| State | Code | State | Code |
|---|---|---|---|
| India | IN | Myanmar | MM |
| Indonesia | ID | Namibia | NA |
| Iran, Islamic Republic of | IR | Nauru | NR |
| Iraq | IQ | Nepal | NP |
| Ireland | IE | Netherlands | NL |
| Isle of Man | IM | Netherlands Antilles | AN |
| Israel | IL | New Caledonia | NC |
| Italy | IT | New Zealand | NZ |
| Jamaica | JM | Nicaragua | NI |
| Japan | JP | Niger | NE |
| Jersey | JE | Nigeria | NG |
| Jordan | JO | Niue | NU |
| Kazakhstan | KZ | Norfolk Island | NF |
| Kenya | KE | Northern Mariana Islands | MP |
| Kiribati | KI | Norway | NO |
| Korea, Democratic People's Republic of | KP | Oman | OM |
| Korea, Republic of | KR | Pakistan | PK |
| Kuwait | KW | Palau | PW |
| Kyrgyzstan | KG | Palestinian Territory, Occupied | PS |
| Lao People's Democratic Republic | LA | Panama | PA |
| Latvia | LV | Papua New Guinea | PG |
| Lebanon | LB | Paraguay | PY |
| Lesotho | LS | Peru | PE |
| Liberia | LR | Philippines | PH |
| Libyan Arab Jamahiriya | LY | Pitcairn | PN |
| Liechtenstein | LI | Poland | PL |
| Lithuania | LT | Portugal | PT |
| Luxembourg | LU | Puerto Rico | PR |
| Macao | MO | Qatar | QA |
| Macedonia, The Former Yugoslav Republic of | MK | Réunion | RE |
| Madagascar | MG | Romania | RO |
| Malawi | MW | Russian Federation | RU |
| Malaysia | MY | Rwanda | RW |
| Maldives | MV | Saint Barthélemy | BL |
| Mali | ML | Saint Helena | SH |
| Malta | MT | Saint Kitts and Nevis | KN |
| Marshall Islands | MH | Saint Lucia | LC |
| Martinique | MQ | Saint Martin | MF |
| Mauritania | MR | Saint Pierre and Miquelon | PM |
| Mauritius | MU | Saint Vincent and the Grenadines | VC |
| Mayotte | YT | Samoa | WS |
| Mexico | MX | San Marino | SM |
| Micronesia, Federated States Of | FM | Sao Tome and Principe | ST |
| Moldova | MD | Saudi Arabia | SA |
| Monaco | MC | Senegal | SN |
| Mongolia | MN | Serbia | RS |
| Montenegro | ME | Seychelles | SC |
| Montserrat | MS | Sierra Leone | SL |
| Morocco | MA | Singapore | SG |
| Mozambique | MZ | Slovakia | SK |

| State | Code | State | Code |
|-------|------|-------|------|
| Slovenia | SI | Turkey | TR |
| Solomon Islands | SB | Turkmenistan | TM |
| Somalia | SO | Turks and Caicos Islands | TC |
| South Africa | ZA | Tuvalu | TV |
| South Georgia and the South Sandwich Islands | GS | Uganda | UG |
| Spain | ES | Ukraine | UA |
| Sri Lanka | LK | United Arab Emirates | AE |
| Sudan | SD | United Kingdom | GB |
| Suriname | SR | United States | US |
| Svalbard and Jan Mayen | SJ | United States Minor Outlying Islands | UM |
| Swaziland | SZ | Uruguay | UY |
| Sweden | SE | Uzbekistan | UZ |
| Switzerland | CH | Vanuatu | VU |
| Syrian Arab Republic | SY | Vatican City State | *see HOLY SEE* |
| Taiwan, Province of China | TW | Venezuela | VE |
| Tajikistan | TJ | Viet Nam | VN |
| Tanzania, United Republic of | TZ | Virgin Islands, British | VG |
| Thailand | TH | Virgin Islands, U.S. | VI |
| Timor-Leste | TL | Wallis and Futuna | WF |
| Togo | TG | Western Sahara | EH |
| Tokelau | TK | Yemen | YE |
| Tonga | TO | Zambia | ZM |
| Trinidad and Tobago | TT | Zimbabwe | ZW |
| Tunisia | TN | | |

## *Country Codes, Sorted by Code*

| State | Code | State | Code |
|---|---|---|---|
| Andorra | AD | Colombia | CO |
| United Arab Emirates | AE | Costa Rica | CR |
| Afghanistan | AF | Cuba | CU |
| Antigua and Barbuda | AG | Cape Verde | CV |
| Anguilla | AI | Christmas Island | CX |
| Albania | AL | Cyprus | CY |
| Armenia | AM | Czech Republic | CZ |
| Netherlands Antilles | AN | Germany | DE |
| Angola | AO | Djibouti | DJ |
| Antarctica | AQ | Denmark | DK |
| Argentina | AR | Dominica | DM |
| American Samoa | AS | Dominican Republic | DO |
| Austria | AT | Algeria | DZ |
| Australia | AU | Ecuador | EC |
| Aruba | AW | Estonia | EE |
| Åland Islands | AX | Egypt | EG |
| Azerbaijan | AZ | Western Sahara | EH |
| Bosnia and Herzegovina | BA | Eritrea | ER |
| Barbados | BB | Spain | ES |
| Bangladesh | BD | Ethiopia | ET |
| Belgium | BE | Finland | FI |
| Burkina Faso | BF | Fiji | FJ |
| Bulgaria | BG | Falkland Islands (Malvinas) | FK |
| Bahrain | BH | Micronesia, Federated States of | FM |
| Burundi | BI | Faroe Islands | FO |
| Benin | BJ | France | FR |
| Saint Barthélemy | BL | Gabon | GA |
| Bermuda | BM | United Kingdom | GB |
| Brunei Darussalam | BN | Grenada | GD |
| Bolivia | BO | Georgia | GE |
| Brazil | BR | French Guiana | GF |
| Bahamas | BS | Guernsey | GG |
| Bhutan | BT | Ghana | GH |
| Bouvet Island | BV | Gibraltar | GI |
| Botswana | BW | Greenland | GL |
| Belarus | BY | Gambia | GM |
| Belize | BZ | Guinea | GN |
| Canada | CA | Guadeloupe | GP |
| Cocos (Keeling) Islands | CC | Equatorial Guinea | GQ |
| Congo, The Democratic Republic of the | CD | Greece | GR |
| Central African Republic | CF | South Georgia and the South Sandwich Islands | GS |
| Congo | CG | Guatemala | GT |
| Switzerland | CH | Guam | GU |
| Côte D'Ivoire | CI | Guinea-Bissau | GW |
| Cook Islands | CK | Guyana | GY |
| Chile | CL | Hong Kong | HK |
| Cameroon | CM | Heard Island and Mcdonald Islands | HM |
| China | CN | Honduras | HN |

| State | Code | State | Code |
|---|---|---|---|
| Croatia | HR | Macao | MO |
| Haiti | HT | Northern Mariana Islands | MP |
| Hungary | HU | Martinique | MQ |
| Indonesia | ID | Mauritania | MR |
| Ireland | IE | Montserrat | MS |
| Israel | IL | Malta | MT |
| Isle of Man | IM | Mauritius | MU |
| India | IN | Maldives | MV |
| British Indian Ocean Territory | IO | Malawi | MW |
| Iraq | IQ | Mexico | MX |
| Iran, Islamic Republic Of | IR | Malaysia | MY |
| Iceland | IS | Mozambique | MZ |
| Italy | IT | Namibia | NA |
| Jersey | JE | New Caledonia | NC |
| Jamaica | JM | Niger | NE |
| Jordan | JO | Norfolk Island | NF |
| Japan | JP | Nigeria | NG |
| Kenya | KE | Nicaragua | NI |
| Kyrgyzstan | KG | Netherlands | NL |
| Cambodia | KH | Norway | NO |
| Kiribati | KI | Nepal | NP |
| Comoros | KM | Nauru | NR |
| Saint Kitts and Nevis | KN | Niue | NU |
| Korea, Democratic People's Republic of | KP | New Zealand | NZ |
| Korea, Republic of | KR | Oman | OM |
| Kuwait | KW | Panama | PA |
| Cayman Islands | KY | Peru | PE |
| Kazakhstan | KZ | French Polynesia | PF |
| Lao People's Democratic Republic | LA | Papua New Guinea | PG |
| Lebanon | LB | Philippines | PH |
| Saint Lucia | LC | Pakistan | PK |
| Liechtenstein | LI | Poland | PL |
| Sri Lanka | LK | Saint Pierre and Miquelon | PM |
| Liberia | LR | Pitcairn | PN |
| Lesotho | LS | Puerto Rico | PR |
| Lithuania | LT | Palestinian Territory, Occupied | PS |
| Luxembourg | LU | Portugal | PT |
| Latvia | LV | Palau | PW |
| Libyan Arab Jamahiriya | LY | Paraguay | PY |
| Morocco | MA | Qatar | QA |
| Monaco | MC | Réunion | RE |
| Moldova | MD | Romania | RO |
| Montenegro | ME | Serbia | RS |
| Saint Martin | MF | Russian Federation | RU |
| Madagascar | MG | Rwanda | RW |
| Marshall Islands | MH | Saudi Arabia | SA |
| Macedonia, The Former Yugoslav Republic of | MK | Solomon Islands | SB |
| Mali | ML | Seychelles | SC |
| Myanmar | MM | Sudan | SD |
| Mongolia | MN | Sweden | SE |

| State | Code | State | Code |
|---|---|---|---|
| Singapore | SG | Turkey | TR |
| Saint Helena | SH | Trinidad and Tobago | TT |
| Slovenia | SI | Tuvalu | TV |
| Svalbard and Jan Mayen | SJ | Taiwan, Province of China | TW |
| Slovakia | SK | Tanzania, United Republic of | TZ |
| Sierra Leone | SL | Ukraine | UA |
| San Marino | SM | Uganda | UG |
| Senegal | SN | United States Minor Outlying Islands | UM |
| Somalia | SO | United States | US |
| Suriname | SR | Uruguay | UY |
| Sao Tome and Principe | ST | Uzbekistan | UZ |
| El Salvador | SV | Holy See (Vatican City State) | VA |
| Syrian Arab Republic | SY | Saint Vincent and the Grenadines | VC |
| Swaziland | SZ | Venezuela | VE |
| Turks and Caicos Islands | TC | Virgin Islands, British | VG |
| Chad | TD | Virgin Islands, U.S. | VI |
| French Southern Territories | TF | Viet Nam | VN |
| Togo | TG | Vanuatu | VU |
| Thailand | TH | Wallis and Futuna | WF |
| Tajikistan | TJ | Samoa | WS |
| Tokelau | TK | Yemen | YE |
| Timor-Leste | TL | Mayotte | YT |
| Turkmenistan | TM | South Africa | ZA |
| Tunisia | TN | Zambia | ZM |
| Tonga | TO | Zimbabwe | ZW |

# System Security

*The COD System is a United States Department of Education computer system, which may only be used for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.*

## Table of Contents

# Privacy Notice

The COD System is a United States Department of Education computer system, which may only be used for official Government business by authorized personnel.  Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

If you use this computer system, you must understand that all activities may be monitored and recorded by automated processes and/or by Government personnel.  Anyone using this system expressly consents to such monitoring.

This system contains personal information protected under the provisions of the Privacy Act of 1974, 5 U.S.C. §552a - - as amended.  Violations of the provisions of the Act may subject the offender to criminal penalties.

**Warning**

If such monitoring reveals possible evidence of criminal activity, monitored records will be provided to law enforcement officials.

# COD Web Site Access

Schools and Third-Party Servicers who wish to receive on-line access to the COD web site must identify personnel to serve as administrators. Administrators will be able to establish additional users within their individual organizations and provide access to the COD web site. The number of administrators is at the discretion of the institution, although it is strongly recommended that the number be limited.

System Administrator Request

In order to establish an administrator account for the COD web site, organizations should submit an administrator request letter printed on university or corporate letterhead to the COD School Relations Center at:

> US Department of Education
> Attn: COD Web Access
> COD School Relations Center
> P.O. Box 9003
> Niagara Falls, NY 14302

This letter must include the following information:

- Security administrator's First Name

- Security administrator's Last Name

- Keyword – Mother's maiden name (used as an identifier if the user forgets his or her password)

- Work telephone number

- Email address

- OPE ID (For School Requests Only)

- Organization Name (School or Third-Party Servicer)

- Job Title

- Work address

- Work fax number

- Third-Party Vendor Used By School (if any)

- Security administrator's signature

- School approving authority's name, title, and signature (e.g., Financial Aid Director).

**Third Party Vendor Information**

Third-Party vendor information is requested for information purposes only, and will help COD provide better customer service. This information DOES NOT authorize third-party servicers or vendors to access your school's data.

School Security Administrators are authorized to set up additional users at their school ONLY.  School Security Administrators should NOT set up user IDs or passwords for third-party servicers and/or vendors used by their institution.   Third-Party Servicers are responsible for requesting their own Security Administrator.  Due to relationship data stored within COD, third-party servicer web users will be able to view data for the schools that they have a relationship with.

After the COD Relations Service Center has successfully processed the administrator request, administrators will receive their User ID and password through the email address provided in the response letter.  An initial email will contain the assigned User ID for the COD web site, along with instructions for accessing the web site.  For security purposes, the password will be delivered in a separate email.

# Rules of Behavior

Schools are encouraged, but not required, to establish Rules of Behavior as part of their business processes related to the COD System. The Rules of Behavior developed by the United States Department of Education are available for reference. Please note that these rules have been established for Department of Education employees. Your institution's rules may be different, but should cover all the areas covered in this example.

## Introduction

A good security posture supports the business purpose of the organization. Rules of behavior are designed to provide a schema for sustaining the business process, minimizing disruption, maintaining the ability to continue customer support, and supporting a planned and orderly restoration of service in an emergency.

Federal Student Aid (FSA), Common Origination and Disbursement (COD), processes and stores a variety of sensitive data that is provided by students, colleges/universities, financial, and Government institutions. This information requires protection from unauthorized access, disclosure, or modification based on confidentiality, integrity, and availability requirements. The "Rules of Behavior" apply to all employees/users (including corporate, Government, Modernization Partner, and Trading Partner) of the FSA/COD computer system and their host applications.

The rules delineate responsibilities and expectations for all individuals supporting the COD programs. Non-compliance of these rules will be enforced through sanctions commensurate with the level of infraction. Depending on the severity of the violation, sanctions may range from a verbal or written warning, removal of system privileges/access for a specific period of time, reassignment to other duties, or termination. Violation of these rules and responsibilities could potentially result in prosecution under local, State, and/or Federal law.

## Physical Security

- Keep all badges, access codes, and keys under personal protection.

- Wear your assigned identification security badge at all times while in the office/building.

- Ensure your visitors have signed the visitor's log/are escorted at all times.

- Never allow any individual who does not have proper identification access to the office space.

- Stop and question any individual who does not have proper identification, and contact Security immediately. Seek the support and cooperation of co-workers as appropriate.

- Maintain control over your corporate/Government provided hardware/software to prevent theft, unauthorized use/disclosure, misuse, denial of service, destruction/alteration of data, and/or violation of Privacy Act restrictions.

- Keep your desk clean to ensure that sensitive and proprietary information does not get hidden in minutia and therefore not properly secured/protected when not in use because it is not visible.

## Computer Virus Protection

- Use the approved anti-virus software on your personal computer.

- Avoid booting from the A: drive.

- Scan all new diskettes before using or distributing them.

- Write-protect all original vendor-supplied diskettes.

- Back up all data on your workstation and file server regularly.

- Use only authorized and appropriately licensed software.

- Report all incidents of computer viruses to your System Security Officer (SSO) or Manager.

- Do not download, introduce, or use unauthorized software from unknown or unverifiable sources. All users are required to comply with safe computing practices to reduce the risk of damage by any type of computer virus.

## Computer System Responsibilities

- Do not make copies of system configuration files (that is, /etc/passwd) for your own use, unauthorized use, or to provide to others for unauthorized use.

- Do not attempt to access any data or programs on the COD system for which you do not have authorization or explicit consent from the owner of the data or program.

- Do not, without specific authorization, read, alter, or delete any other person's computer files or electronic mail (E-mail), even if the operating system of the computer allows you to do so.

- Do not engage in, encourage, or conceal any "hacking" or "cracking," denial of service, unauthorized tampering, or unauthorized attempted use of (or deliberate disruption of) any computer system within the COD program.

- Do not purposely engage in any activity with the intent to:

  o Degrade the performance of the system;

  o Deprive an authorized user access to a resource;

  o Obtain or attempt to obtain extra resources beyond those allocated; or

o   Circumvent security measures in order to gain access to any automated system for which proper authorization has not been granted.

- Do not download, install, or run security programs or utilities that might reveal weaknesses in the security measures or access privileges of any system.  Inform the SSO when you find such a weakness.

- No user, software developer, or Web developer should write or put into production any computer code, program, or script that is considered to be a *Trojan Horse* or any *back door* means of accessing the system or applications.

- Any user that is found to introduce *Trojan Horse* type code, program, or script, is subject to prosecution under local, State, and Federal law and is subject to local department/corporate policies that enforce disciplinary action up to and including dismissal.  This policy includes the use of `.rhosts` and `.netrc` files in any user's home directory for the purpose of avoiding entering keystrokes to gain access to any system.

- No user of any software application should attempt to circumvent any security measures for that application.

- Users should access only the resources of an application that are necessary to perform their job assignments, even though an application may grant further access privileges.

> **Trojan Horses**
> A Trojan horse is an application that attempt to circumvent any security measures

## Unofficial use of Government equipment

- Users should be aware that personal use of information resources is not authorized unless sanctioned by management.

- Do not utilize corporate/Government resources for commercial activity or any venture related to personal profit or gain.

- Do not utilize corporate/Government resources for behaviors that are unethical or unacceptable for the work environment.

## Remote access

- The project may authorize remote access to COD.  It is understood that remote access poses additional security risks, but may become necessary for certain job functions.

- If remote access is allowed, the CIO and the security office will regularly review telecommunications logs and COD phone records, and conduct spot-checks to determine if COD business functions are complying with controls placed on the use of dial-in lines.

- All remote access calls will use appropriate passwords.

- Do not divulge remote access details to anyone.  If an employee needs dial-up access, refer him or her to the Technical Architecture team.

## Connection to the Internet

- Use of corporate/Government resources to access the Internet must be approved, and the access should be used for authorized business purposes only.

- Use of corporate/Government resources for accessing the Internet for personal gain or profit, even though you may be using your own ISP, and on your lunch hour/break, is unacceptable.

- Use of corporate/Government provided Internet access is subject to monitoring.  Accessing web sites that contain material that is deemed by management to be inappropriate for the workplace, including but not limited to obscene, or sexually oriented material, is prohibited.  Disciplinary action may be taken.

## E-Mail

- Users will take full responsibility for messages that they transmit through corporate/Government computers and networks facilities.

- Laws and policies against fraud, harassment, obscenity, and other objectionable material apply to electronic communications as well as any other media.  Corporate, local, state, and federal laws/rules and regulations may also apply.

- All e-mail that is transmitted on corporate/Government servers is subject to monitoring by corporate/Government personnel.

## Copyright

- Never install or use any software that has not been specifically licensed or authorized for use.

- Never download software from the Internet to corporate/Government systems (which is strictly prohibited) without prior authorization/approval.  Follow defined procedures for downloading software.

- Adhere to all purchased software copyright, duplication requirements, and license agreements that are imposed by the vendor.  Violations place the individual, the corporation, and/or the Government at risk.

- Copyright licenses for software used by COD program personnel must be understood and complied with.

## User IDs

- Do not share user identification (IDs) or system accounts with any individual.

- When leaving a session unattended for a short period of time, lock the keyboard with a password-protected screen saver.

- Employ the automatic password/screen saver option feature offered by the operating system (in Windows, use **SETTINGS**, **DISPLAY**, **SCREEN SAVER**) and set the time for 15 minutes as a minimum.)

- Logoff when leaving your session unattended for an extended period of time.

- Be aware of logon and logoff times to ensure that someone else is not using your ID.

## Passwords

**Your password SHOULD...**

- Be difficult to guess (Do not use names that are easily identified with you or appear in a dictionary, to include anniversary dates, etc.)

- Be changed frequently (at least every 90 days).

- Contain a minimum of 8 characters in length.

- Contain alphabetic and numeric characters (1 special character, 4/5 alphabet, 3/2 numeric).

- Contain at least three of the four criteria: upper case, lower case, number, or special character.

- Be changed immediately if you suspect it has been compromised.

**Your password SHOULD NOT…**

- Have the same character/alphanumeric appear more than once.

- Be shared with anyone.

- Be written down, posted on a "yellow stickie" stuck to your monitor or computer, documented on your calendar, stored in your wallet or purse, etc.

- Be stored on a programmable key.

Do Not check the memorize password feature on your system, which would eliminate the necessity to respond to a password prompt with other than pressing the RETURN key.

## Users

- Users are personnel authorized and able to access department IT assets. They include operators, administrators, and system/network maintenance personnel.

- All users are expected to understand and comply with this policy document and its requirements.

- Questions about the policy should be directed to the appropriate CSO or the DCIO/IA.

*All users will report security problems or incidents to their respective SSOs or other appropriate security official as soon as practical. Violations of security policies may lead to revocation of system access or disciplinary action up to and including termination.*

## Privacy Act Data Protection

- Privacy Act data must not be transmitted unprotected.

- Privacy Act data includes: SSN, Name, Date of Birth, Mother's Maiden Name, and other information used to identify a specific individual.

- Documents containing privacy act data are to be password protected using that month's password when distributed electronically.

- The password is distributed monthly by the FSA SSO.

- Contact your company's COD System Security Officer if you need to be added to the distribution list for the monthly password.

- Notify your SSO if any violations of this policy occur.

## *Other Policies and Procedures*

The Rules of Behavior are not to be used in place of existing policy, rather they are intended to enhance and further define the specific rules each user must follow while accessing the COD system.  The rules are consistent with the policy and procedures described, but not limited to, the following directives:

- Freedom of Information Act.

- Privacy Act.

- Computer Security Act.

- Government Information Security Reform Act (GISRA).

- OMB publications.

- National Institute of Standards and Technology (NIST) publications.

- Network security manuals/procedures.

- System security manuals/procedures.

- Personnel security manuals/procedures.

- Software security manuals/procedures.

- Department of Education publications.

These responsibilities will be reinforced through scheduled security awareness training.

I acknowledge receipt of, understand my responsibilities, and will comply with the "Rules of Behavior" for the COD System. I understand that failure to abide by the above rules and responsibilities may lead to disciplinary action up to and including dismissal. I further understand that violation of these rules and responsibilities may be prosecutable under local, State, and/or Federal law.

Print Name  _____

Signature  _____

Date  _____

# XML Examples

*The Common Origination and Disbursement Process utilizes one single record across programs for both originations and disbursements. Users utilize a Common Record – one that uses common data elements, definitions, edits, and structure for Grants and Direct Loans. Although the record has the same layout for all programs, not all data elements are required for each transmission. This new record layout relies on a technology called the eXtensible Markup Language, or XML.*

*This section provides examples of some of the COD Receipt and Response Documents. For additional information regarding business rules, please refer to Volume II, Section 1: Implementation Guide. For additional information regarding XML and the Common Record, please refer to Volume I, Section 3: COD Overview of this technical reference.*

## Table of Contents

# COD Schema 3.0b Common Record

In this section you will find an example of a common record input file containing records two students that collectively have an award of each program type.

## *Common Record Input Example*

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                            <PromissoryNotePrintCode>S</PromissoryNotePrintCode>
                            <DisclosureStatementPrintCode>S</DisclosureStatementPrintCode>
                        </DLLoanInformation>
                        <DLPLUS>
                            <AwardKey>02</AwardKey>
                            <FinancialAwardYear>2010</FinancialAwardYear>
                            <CPSTransactionNumber>01</CPSTransactionNumber>
                            <FinancialAwardAmount>4600</FinancialAwardAmount>
                            <FinancialAwardNumber>001</FinancialAwardNumber>
                            <FinancialAwardID>999999996P10G01408001</FinancialAwardID>
                            <FinancialAwardCreateDate>2009-10-14</FinancialAwardCreateDate>
                            <DependencyStatusCode>I</DependencyStatusCode>
                            <DefaultOverpayCode>N</DefaultOverpayCode>
                            <Borrower>
                                <Index>
                                    <SSN>999999996</SSN>
                                    <BirthDate>1935-10-13</BirthDate>
                                    <LastName>GREY</LastName>
                                </Index>
                                <Name>
                                    <FirstName>MEREDITH</FirstName>
                                    <MiddleInitial>F</MiddleInitial>
                                </Name>
                                <Contacts>
                                    <PermanentAddress>
                                        <AddressLine>2112 CHAMPLAIN BLVD</AddressLine>
                                        <City>SEATTLE</City>
                                        <StateProvinceCode>WA</StateProvinceCode>
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                    <Citizenship>
                        <CitizenshipStatusCode>1</CitizenshipStatusCode>
                    </Citizenship>
                    <DefaultOverpayCode>N</DefaultOverpayCode>
                </Borrower>
                <Disbursement Number="01">
                    <DisbursementAmount>4600</DisbursementAmount>
                    <DisbursementDate>2009-10-14</DisbursementDate>
                    <DisbursementReleaseIndicator>true</DisbursementReleaseIndicator>
                    <DisbursementSequenceNumber>01</DisbursementSequenceNumber>
                    <FirstDisbursementIndicator>true</FirstDisbursementIndicator>
                    <DisbursementNetAmount>4485</DisbursementNetAmount>
                    <DisbursementFeeAmount>184</DisbursementFeeAmount>
                    <InterestRebateAmount>69</InterestRebateAmount>
                </Disbursement>
            </DLPLUS>
            <NationalSMARTGrant>
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                <FinancialAwardAmount>3500</FinancialAwardAmount>
                <FinancialAwardNumber>001</FinancialAwardNumber>
                <FinancialAwardID>999999996T10001408001</FinancialAwardID>
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                <EnrollmentDate>2009-07-03</EnrollmentDate>
                <ProgramCIPCode>11.0101</ProgramCIPCode>
                <Disbursement Number="01">
                    <DisbursementAmount>1750</DisbursementAmount>
                    <DisbursementDate>2009-10-15</DisbursementDate>
                    <DisbursementReleaseIndicator>true</DisbursementReleaseIndicator>
                    <DisbursementSequenceNumber>01</DisbursementSequenceNumber>
                </Disbursement>
            </NationalSMARTGrant>
            <TEACH>
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                <CPSTransactionNumber>01</CPSTransactionNumber>
                <FinancialAwardAmount>1750</FinancialAwardAmount>
                <FinancialAwardNumber>001</FinancialAwardNumber>
                <FinancialAwardID>999999996H10001408001</FinancialAwardID>
                <StudentLevelCode>3</StudentLevelCode>
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                <Disbursement Number="01">
                    <DisbursementAmount>1750</DisbursementAmount>
                    <DisbursementDate>2009-10-14</DisbursementDate>
                    <DisbursementReleaseIndicator>true</DisbursementReleaseIndicator>
                    <DisbursementSequenceNumber>01</DisbursementSequenceNumber>
                </Disbursement>
            </TEACH>
        </Student>
    </AttendedSchool>
  </ReportingSchool>
 </CommonRecord>
O*N95TG01408        ,CLS=COMRECIN,XXX,BAT=0000000000000000,NCT=000001
```

# COD Schema 3.0b Receipts

COD Receipts are generated for every Common Record document received via SAIG by the COD System. The COD Receipt indicates that the Common Record document was received and can be read by the COD System.

## *Pell, ACG, National SMART Grant, TEACH Grant and Direct Loan Receipt*

```
<?xml version="1.0"?>
<CommonRecord
 xmlns="http://wwww.ed.gov/FSA/COD/2004/3.0b"
 xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
 xsi:schemaLocation="http://www.ed.gov/sfa/COD/v2 CommonRecord3.0b.xsd"
>
<TransmissionData>
<DocumentID>2008-07-14T14:42:55.9510004433</DocumentID>
<CreatedDateTime>2008-04-01T14:59:44.86</CreatedDateTime>
<Source>
<COD>
<RoutingID>00000001</RoutingID>
</COD>
</Source>
<Destination>
<School>
<RoutingID>10004433</RoutingID>
</School>
</Destination>
</TransmissionData>
<Receipt>2008-04-01T14:59:44.86</Receipt>
</CommonRecord>
```

# COD Schema 3.0b Response Documents

For all Common Records received and processed by the COD System, the COD System returns a Response document indicating the processing results, including any rejected data elements and reason for the rejection.

## *Pell Grant, ACG, National SMART Grant, TEACH Grant, and Direct Loan with Warning Edit Response*

```
<?xml version="1.0"?>
<CommonRecord
 xmlns="http://wwww.ed.gov/FSA/COD/2004/3.0b"
 xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
 xsi:schemaLocation="http://www.ed.gov/sfa/COD/v2 CommonRecord3.0b.xsd"
>
<TransmissionData>
<DocumentID>2008-07-14T14:42:55.9510004433</DocumentID>
<CreatedDateTime>2008-07-14T14:42:55.95</CreatedDateTime>
<Source>
<COD>
<RoutingID>00000001</RoutingID>
</COD>
</Source>
<Destination>
<School>
<RoutingID>10004433</RoutingID>
</School>
</Destination>
<Software>
<SoftwareProvider>mite</SoftwareProvider>
<SoftwareVersion>2.0</SoftwareVersion>
</Software>
<FullResponseCode>F</FullResponseCode>
</TransmissionData>
<ReportingSchool>
<RoutingID>10004433</RoutingID>
<ReportedFinancialSummary>
<FinancialAwardType>AcademicCompetitivenessGrant</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalReportedAward>750.00</TotalReportedAward>
<TotalReportedDisbursement>500.00</TotalReportedDisbursement>
</ReportedFinancialSummary>
<ReportedFinancialSummary>
<FinancialAwardType>DLSubsidized</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalReportedAward>1000.00</TotalReportedAward>
<TotalReportedDisbursement>1000.00</TotalReportedDisbursement>
</ReportedFinancialSummary>
<ReportedFinancialSummary>
<FinancialAwardType>Pell</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalReportedAward>1000.00</TotalReportedAward>
<TotalReportedDisbursement>100.00</TotalReportedDisbursement>
</ReportedFinancialSummary>
<ReportedFinancialSummary>
<FinancialAwardType>NationalSMARTGrant</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalReportedAward>1000.00</TotalReportedAward>
<TotalReportedDisbursement>500.00</TotalReportedDisbursement>
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</ReportedFinancialSummary>
<ReportedFinancialSummary>
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<FinancialAwardYear>2009</FinancialAwardYear>
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<TotalReportedAward>1000.00</TotalReportedAward>
<TotalReportedDisbursement>1000.00</TotalReportedDisbursement>
</ReportedFinancialSummary>
<AttendedSchool>
<RoutingID>10004433</RoutingID>
<Student>
<Index>
<SSN>726938693</SSN>
<BirthDate>1968-12-30</BirthDate>
<LastName>STRICKER</LastName>
</Index>
<Name>
<FirstName>MILISSA</FirstName>
<MiddleInitial>J</MiddleInitial>
</Name>
<Contacts>
<PermanentAddress>
<City>GLOVERVILLE CDP</City>
<StateProvinceCode>SC</StateProvinceCode>
<PostalCode>19804</PostalCode>
</PermanentAddress>
</Contacts>
<Citizenship>
<CitizenshipStatusCode>1</CitizenshipStatusCode>
</Citizenship>
<DLLoanInformation AwardKey="01">
<OriginationFeePercent>2.0</OriginationFeePercent>
<InterestRebatePercent>1.5</InterestRebatePercent>
<PromissoryNotePrintCode>S</PromissoryNotePrintCode>
<DisclosureStatementPrintCode>S</DisclosureStatementPrintCode>
<StudentLevelCode>7</StudentLevelCode>
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<FinancialAwardEndDate>2009-07-01</FinancialAwardEndDate>
<AcademicYearBeginDate>2008-07-02</AcademicYearBeginDate>
<AcademicYearEndDate>2009-07-01</AcademicYearEndDate>
</DLLoanInformation>
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<AttendanceCost>10000.00</AttendanceCost>
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<Response>
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<TotalEligibilityUsed>000.000</TotalEligibilityUsed>
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</Response>
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<DisbursementAmount>100.00</DisbursementAmount>
<DisbursementDate>2008-07-14</DisbursementDate>
<DisbursementReleaseIndicator>false</DisbursementReleaseIndicator>
<DisbursementSequenceNumber>01</DisbursementSequenceNumber>
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<ResponseErrorCode>054</ResponseErrorCode>
<ResponseErrorField>DisbursementReleaseIndicator</ResponseErrorField>
</EditProcessResult>
</Response>
</Disbursement>
</Pell>
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<FinancialAwardID>726938693S09G04433001</FinancialAwardID>
<FinancialAwardCreateDate>2008-07-14</FinancialAwardCreateDate>
<Response>
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<DisbursementDate>2008-07-14</DisbursementDate>
<DisbursementReleaseIndicator>false</DisbursementReleaseIndicator>
<DisbursementSequenceNumber>01</DisbursementSequenceNumber>
<FirstDisbursementIndicator>true</FirstDisbursementIndicator>
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<DisbursementFeeAmount>20.00</DisbursementFeeAmount>
<InterestRebateAmount>15.00</InterestRebateAmount>
<Response>
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<EditProcessResult>
<ResponseErrorCode>054</ResponseErrorCode>
<ResponseErrorField>DisbursementReleaseIndicator</ResponseErrorField>
</EditProcessResult>
</Response>
</Disbursement>
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<FinancialAwardAmount>750.00</FinancialAwardAmount>
<FinancialAwardNumber>001</FinancialAwardNumber>
<FinancialAwardID>726938693A09004433001</FinancialAwardID>
<StudentLevelCode>1</StudentLevelCode>
<EnrollmentDate>2008-07-03</EnrollmentDate>
<EligibilityPaymentReasonCode>03</EligibilityPaymentReasonCode>
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</Response>
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<DisbursementSequenceNumber>01</DisbursementSequenceNumber>
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<ResponseCode>A</ResponseCode>
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<ResponseErrorField>DisbursementReleaseIndicator</ResponseErrorField>
</EditProcessResult>
</Response>
</Disbursement>
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<NationalSMARTGrant>
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<FinancialAwardAmount>1000.00</FinancialAwardAmount>
<FinancialAwardNumber>001</FinancialAwardNumber>
<FinancialAwardID>726938693T09004433001</FinancialAwardID>
<StudentLevelCode>3</StudentLevelCode>
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<EditProcessResult>
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<ResponseErrorField>DisbursementReleaseIndicator</ResponseErrorField>
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</Response>
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</NationalSMARTGrant>
<TEACH>
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<FinancialAwardAmount>1000.00</FinancialAwardAmount>
<FinancialAwardNumber>001</FinancialAwardNumber>
<FinancialAwardID>726938693H09004433001</FinancialAwardID>
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<AgreementToServeStatusCode>A</AgreementToServeStatusCode>
<AgreementToServeLinkIndicator>true</AgreementToServeLinkIndicator>
</Response>
<Disbursement Number="01">
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<DisbursementDate>2008-07-14</DisbursementDate>
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<DisbursementSequenceNumber>01</DisbursementSequenceNumber>
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</AttendedSchool>
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<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalCountAccepted>1</TotalCountAccepted>
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<TotalReportedAward>750.00</TotalReportedAward>
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<TotalCountVerificationSelected>1</TotalCountVerificationSelected>
<TotalCountSSAdministration>1</TotalCountSSAdministration>
<TotalReportedAward>1000.00</TotalReportedAward>
<TotalReportedDisbursement>1000.00</TotalReportedDisbursement>
</ResponseFinancialSummary>
<ResponseFinancialSummary>
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<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalCountAccepted>1</TotalCountAccepted>
<TotalCountRejected>0</TotalCountRejected>
<TotalCountCorrected>0</TotalCountCorrected>
<TotalCountDuplicate>0</TotalCountDuplicate>
<TotalCountVerificationSelected>1</TotalCountVerificationSelected>
<TotalCountSSAdministration>1</TotalCountSSAdministration>
<TotalReportedAward>1000.00</TotalReportedAward>
<TotalReportedDisbursement>100.00</TotalReportedDisbursement>
</ResponseFinancialSummary>
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<FinancialAwardType>NationalSMARTGrant</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
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<TotalCountVerificationSelected>1</TotalCountVerificationSelected>
<TotalCountSSAdministration>1</TotalCountSSAdministration>
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<TotalReportedDisbursement>500.00</TotalReportedDisbursement>
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<ResponseFinancialSummary>
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<FinancialAwardYear>2009</FinancialAwardYear>
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<TotalCountRejected>1</TotalCountRejected>
<TotalCountVerificationSelected>1</TotalCountVerificationSelected>
<TotalCountSSAdministration>1</TotalCountSSAdministration>
<TotalReportedAward>1000.00</TotalReportedAward>
<TotalReportedDisbursement>1000.00</TotalReportedDisbursement>
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</Response>
</ReportingSchool>
<Response>
<DocumentTypeCode>RS</DocumentTypeCode>
<DocumentStatusCode>A</DocumentStatusCode>
<ProcessDate>2008-07-14</ProcessDate>
</Response>
</CommonRecord>
```

## *Pell Origination and Disbursement Response*

```xml
<?xml version="1.0"?>
<CommonRecord
 xmlns="http://wwww.ed.gov/FSA/COD/2004/3.0b"
 xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
 xsi:schemaLocation="http://www.ed.gov/sfa/COD/v2 CommonRecord3.0b.xsd"
>
<TransmissionData>
<DocumentID>2008-07-14T14:42:55.9610003125</DocumentID>
<CreatedDateTime>2008-07-14T14:42:55.96</CreatedDateTime>
<Source>
<COD>
<RoutingID>00000001</RoutingID>
</COD>
</Source>
<Destination>
<School>
<RoutingID>10003125</RoutingID>
</School>
</Destination>
<Software>
<SoftwareProvider>mite</SoftwareProvider>
<SoftwareVersion>2.0</SoftwareVersion>
</Software>
<FullResponseCode>F</FullResponseCode>
</TransmissionData>
<ReportingSchool>
<RoutingID>10003125</RoutingID>
<ReportedFinancialSummary>
<FinancialAwardType>Pell</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalReportedAward>1000.00</TotalReportedAward>
<TotalReportedDisbursement>100.00</TotalReportedDisbursement>
</ReportedFinancialSummary>
<AttendedSchool>
<RoutingID>10003125</RoutingID>
<Student>
<Index>
<SSN>726938693</SSN>
<BirthDate>1968-12-30</BirthDate>
<LastName>STRICKER</LastName>
</Index>
<Name>
<FirstName>MILISSA</FirstName>
<MiddleInitial>J</MiddleInitial>
</Name>
<Contacts>
<PermanentAddress>
<AddressLine>123 Sesame Street</AddressLine>
<City>GLOVERVILLE CDP</City>
<StateProvinceCode>SC</StateProvinceCode>
<PostalCode>19804</PostalCode>
</PermanentAddress>
</Contacts>
<Citizenship>
<CitizenshipStatusCode>1</CitizenshipStatusCode>
</Citizenship>
<Pell>
<FinancialAwardYear>2009</FinancialAwardYear>
<CPSTransactionNumber>01</CPSTransactionNumber>
<FinancialAwardAmount>1000.00</FinancialAwardAmount>
<AttendanceCost>10000.00</AttendanceCost>
<EnrollmentDate>2008-09-15</EnrollmentDate>
<Response>
```

```
<ResponseCode>A</ResponseCode>
<TotalEligibilityUsed>000.000</TotalEligibilityUsed>
<ScheduledGrant>4731.00</ScheduledGrant>
</Response>
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<DisbursementAmount>100.00</DisbursementAmount>
<DisbursementDate>2008-07-31</DisbursementDate>
<DisbursementReleaseIndicator>false</DisbursementReleaseIndicator>
<DisbursementSequenceNumber>01</DisbursementSequenceNumber>
<Response>
<ResponseCode>A</ResponseCode>
</Response>
</Disbursement>
</Pell>
<Response>
<ResponseCode>A</ResponseCode>
</Response>
</Student>
<Response>
<ResponseCode>A</ResponseCode>
</Response>
</AttendedSchool>
<Response>
<ResponseFinancialSummary>
<FinancialAwardType>Pell</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
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<TotalCountRejected>0</TotalCountRejected>
<TotalCountCorrected>0</TotalCountCorrected>
<TotalCountDuplicate>0</TotalCountDuplicate>
<TotalCountVerificationSelected>1</TotalCountVerificationSelected>
<TotalCountSSAdministration>1</TotalCountSSAdministration>
<TotalReportedAward>1000.00</TotalReportedAward>
<TotalReportedDisbursement>100.00</TotalReportedDisbursement>
</ResponseFinancialSummary>
<ResponseCode>A</ResponseCode>
</Response>
</ReportingSchool>
<Response>
<DocumentTypeCode>RS</DocumentTypeCode>
<DocumentStatusCode>A</DocumentStatusCode>
<ProcessDate>2008-07-14</ProcessDate>
</Response>
</CommonRecord>
```

## *Pell Award Correction Response*

```xml
<?xml version="1.0"?>
<CommonRecord
 xmlns="http://wwww.ed.gov/FSA/COD/2004/3.0b"
 xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
 xsi:schemaLocation="http://www.ed.gov/sfa/COD/v2 CommonRecord3.0b.xsd"
>
<TransmissionData>
<DocumentID>2008-07-14T14:42:55.9710003125</DocumentID>
<CreatedDateTime>2008-04-01T15:26:35.62</CreatedDateTime>
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<RoutingID>00000001</RoutingID>
</COD>
</Source>
<Destination>
<School>
<RoutingID>10003125</RoutingID>
</School>
</Destination>
<Software>
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<SoftwareVersion>2.0</SoftwareVersion>
</Software>
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</TransmissionData>
<ReportingSchool>
<RoutingID>10003125</RoutingID>
<ReportedFinancialSummary>
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<FinancialAwardYear>2009</FinancialAwardYear>
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<BirthDate>1968-12-30</BirthDate>
<LastName>STRICKER</LastName>
</Index>
<Name>
<FirstName>MILISSA</FirstName>
<MiddleInitial>J</MiddleInitial>
</Name>
<Contacts>
<PermanentAddress>
<AddressLine>123 Sesame Street</AddressLine>
<City>GLOVERVILLE CDP</City>
<StateProvinceCode>SC</StateProvinceCode>
<PostalCode>19804</PostalCode>
</PermanentAddress>
</Contacts>
<Citizenship>
<CitizenshipStatusCode>1</CitizenshipStatusCode>
</Citizenship>
<Pell>
<FinancialAwardYear>2009</FinancialAwardYear>
<CPSTransactionNumber>01</CPSTransactionNumber>
<FinancialAwardAmount>5000.00</FinancialAwardAmount>
<AttendanceCost>10000.00</AttendanceCost>
<EnrollmentDate>2008-09-15</EnrollmentDate>
<Response>
<ResponseCode>C</ResponseCode>
```

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</Response>
</Pell>
<Response>
<ResponseCode>A</ResponseCode>
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</Student>
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</Response>
</AttendedSchool>
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<TotalCountVerificationSelected>1</TotalCountVerificationSelected>
<TotalCountSSAdministration>1</TotalCountSSAdministration>
<TotalReportedAward>5000.00</TotalReportedAward>
<TotalReportedDisbursement>0.00</TotalReportedDisbursement>
</ResponseFinancialSummary>
<ResponseCode>A</ResponseCode>
</Response>
</ReportingSchool>
<Response>
<DocumentTypeCode>RS</DocumentTypeCode>
<DocumentStatusCode>A</DocumentStatusCode>
<ProcessDate>2008-07-14</ProcessDate>
</Response>
</CommonRecord>
```

## *Pell Award Reject Response*

```xml
<?xml version="1.0"?>
<CommonRecord
 xmlns="http://wwww.ed.gov/FSA/COD/2004/3.0b"
 xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
 xsi:schemaLocation="http://www.ed.gov/sfa/COD/v2 CommonRecord3.0b.xsd"
>
<TransmissionData>
<DocumentID>2008-07-14T14:42:55.9910003125</DocumentID>
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<COD>
<RoutingID>00000001</RoutingID>
</COD>
</Source>
<Destination>
<School>
<RoutingID>10003125</RoutingID>
</School>
</Destination>
<Software>
<SoftwareProvider>mite</SoftwareProvider>
<SoftwareVersion>2.0</SoftwareVersion>
</Software>
<FullResponseCode>F</FullResponseCode>
</TransmissionData>
<ReportingSchool>
<RoutingID>10003125</RoutingID>
<ReportedFinancialSummary>
<FinancialAwardType>Pell</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalReportedAward>4731.00</TotalReportedAward>
</ReportedFinancialSummary>
<AttendedSchool>
<RoutingID>10003125</RoutingID>
<Student>
<Index>
<SSN>726938693</SSN>
<BirthDate>1968-12-30</BirthDate>
<LastName>STRICKER</LastName>
</Index>
<Name>
<FirstName>MILISSA</FirstName>
<MiddleInitial>J</MiddleInitial>
</Name>
<Contacts>
<PermanentAddress>
<AddressLine>123 Sesame Street</AddressLine>
<City>GLOVERVILLE CDP</City>
<StateProvinceCode>SC</StateProvinceCode>
<PostalCode>19804</PostalCode>
</PermanentAddress>
</Contacts>
<Citizenship>
<CitizenshipStatusCode>1</CitizenshipStatusCode>
</Citizenship>
<Pell>
<FinancialAwardYear>2009</FinancialAwardYear>
<CPSTransactionNumber>01</CPSTransactionNumber>
<FinancialAwardAmount>4731.00</FinancialAwardAmount>
<AttendanceCost>10000.00</AttendanceCost>
<VerificationStatusCode>Q</VerificationStatusCode>
<EnrollmentDate>2008-09-15</EnrollmentDate>
<Response>
```

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<ResponseCode>R</ResponseCode>
<EditProcessResult>
<ResponseErrorCode>996</ResponseErrorCode>
<ResponseErrorField>VerificationStatusCode</ResponseErrorField>
</EditProcessResult>
<TotalEligibilityUsed>000.000</TotalEligibilityUsed>
<ScheduledGrant>4731.00</ScheduledGrant>
</Response>
</Pell>
<Response>
<ResponseCode>A</ResponseCode>
</Response>
</Student>
<Response>
<ResponseCode>A</ResponseCode>
</Response>
</AttendedSchool>
<Response>
<ResponseFinancialSummary>
<FinancialAwardType>Pell</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalCountAccepted>0</TotalCountAccepted>
<TotalCountRejected>1</TotalCountRejected>
<TotalCountCorrected>0</TotalCountCorrected>
<TotalCountDuplicate>0</TotalCountDuplicate>
<TotalCountVerificationSelected>1</TotalCountVerificationSelected>
<TotalCountSSAdministration>1</TotalCountSSAdministration>
<TotalReportedAward>4731.00</TotalReportedAward>
<TotalReportedDisbursement>0.00</TotalReportedDisbursement>
</ResponseFinancialSummary>
<ResponseCode>A</ResponseCode>
</Response>
</ReportingSchool>
<Response>
<DocumentTypeCode>RS</DocumentTypeCode>
<DocumentStatusCode>A</DocumentStatusCode>
<ProcessDate>2008-07-14</ProcessDate>
</Response>
</CommonRecord>
```

## SSN Date of Birth Reject Response

```xml
<?xml version="1.0"?>
<CommonRecord
 xmlns="http://www.ed.gov/FSA/COD/2008/v3.0b"
 xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
 xsi:schemaLocation="http://www.ed.gov/sfa/COD/v2 CommonRecord3.0b.xsd"
>
<TransmissionData>
<DocumentID>2008-05-03T21:24:56.0210003125</DocumentID>
<CreatedDateTime>2008-04-02T15:51:13.71</CreatedDateTime>
<Source>
<COD>
<RoutingID>00000001</RoutingID>
</COD>
</Source>
<Destination>
<School>
<RoutingID>10003125</RoutingID>
</School>
</Destination>
<Software>
<SoftwareProvider>Data Sende</SoftwareProvider>
<SoftwareVersion>5.0</SoftwareVersion>
</Software>
<FullResponseCode>F</FullResponseCode>
</TransmissionData>
<ReportingSchool>
<RoutingID>10003125</RoutingID>
<ReportedFinancialSummary>
<FinancialAwardType>DLSubsidized</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalReportedAward>100.00</TotalReportedAward>
<TotalReportedDisbursement>100.00</TotalReportedDisbursement>
</ReportedFinancialSummary>
<AttendedSchool>
<RoutingID>10003125</RoutingID>
<Student>
<Index>
<SSN>941088908</SSN>
<BirthDate>1969-08-31</BirthDate>
<LastName>STORCH</LastName>
</Index>
<Contacts>
<PermanentAddress>
<AddressLine>TOWNLINE RD</AddressLine>
<City>Glenvar Heights CDP</City>
<StateProvinceCode>FL</StateProvinceCode>
<PostalCode>19771</PostalCode>
</PermanentAddress>
<TemporaryAddress>
<AddressLine>789 Main Avenue</AddressLine>
<City>Paris</City>
<StateProvince>PA</StateProvince>
<PostalCode>98765</PostalCode>
<AddressCountryCode>FR</AddressCountryCode>
</TemporaryAddress>
<Phone>
<PhoneNumber>5141310424</PhoneNumber>
</Phone>
<Email>
<EmailAddress>r.e.kimble@uofi.edu</EmailAddress>
</Email>
</Contacts>
<Citizenship>
```

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<CitizenshipStatusCode>1</CitizenshipStatusCode>
</Citizenship>
<Note>
<SchoolNoteMessage>New Person</SchoolNoteMessage>
</Note>
<DLLoanInformation AwardKey="01">
<OriginationFeePercent>2.5</OriginationFeePercent>
<InterestRebatePercent>1.5</InterestRebatePercent>
<PromissoryNotePrintCode>S</PromissoryNotePrintCode>
<DisclosureStatementPrintCode>S</DisclosureStatementPrintCode>
<StudentLevelCode>3</StudentLevelCode>
<FinancialAwardBeginDate>2007-07-02</FinancialAwardBeginDate>
<FinancialAwardEndDate>2008-07-01</FinancialAwardEndDate>
<AcademicYearBeginDate>2007-07-02</AcademicYearBeginDate>
<AcademicYearEndDate>2008-07-01</AcademicYearEndDate>
</DLLoanInformation>
<DLSubsidized>
<AwardKey>01</AwardKey>
<FinancialAwardYear>2009</FinancialAwardYear>
<CPSTransactionNumber>01</CPSTransactionNumber>
<FinancialAwardAmount>1000.00</FinancialAwardAmount>
<DependencyStatusCode>I</DependencyStatusCode>
<FinancialAwardNumber>001</FinancialAwardNumber>
<FinancialAwardID>941088908S09G03125001</FinancialAwardID>
<FinancialAwardCreateDate>2008-03-03</FinancialAwardCreateDate>
<Response>
<ResponseCode>R</ResponseCode>
<MPNStatusCode>R</MPNStatusCode>
<MPNLinkIndicator>false</MPNLinkIndicator>
</Response>
<Disbursement Number="01">
<DisbursementAmount>1000.00</DisbursementAmount>
<DisbursementDate>2008-05-01</DisbursementDate>
<DisbursementReleaseIndicator>true</DisbursementReleaseIndicator>
<DisbursementSequenceNumber>01</DisbursementSequenceNumber>
<FirstDisbursementIndicator>true</FirstDisbursementIndicator>
<DisbursementNetAmount>990.00</DisbursementNetAmount>
<DisbursementFeeAmount>25.00</DisbursementFeeAmount>
<InterestRebateAmount>15.00</InterestRebateAmount>
<Response>
<ResponseCode>R</ResponseCode>
<EditProcessResult>
<ResponseErrorCode>055</ResponseErrorCode>
<ResponseErrorField>DisbursementDate</ResponseErrorField>
</EditProcessResult>
</Response>
</Disbursement>
</DLSubsidized>
<Response>
<ResponseCode>R</ResponseCode>
<EditProcessResult>
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<ResponseErrorField>Student BirthDate</ResponseErrorField>
</EditProcessResult>
</Response>
</Student>
<Response>
<ResponseCode>A</ResponseCode>
</Response>
</AttendedSchool>
<Response>
<ResponseFinancialSummary>
<FinancialAwardType>DLSubsidized</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalCountRejected>1</TotalCountRejected>
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<TotalCountVerificationSelected>0</TotalCountVerificationSelected>
<TotalCountSSAdministration>0</TotalCountSSAdministration>
<TotalReportedAward>1000.00</TotalReportedAward>
<TotalReportedDisbursement>1000.00</TotalReportedDisbursement>
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</Response>
</ReportingSchool>
<Response>
<DocumentTypeCode>RS</DocumentTypeCode>
<DocumentStatusCode>A</DocumentStatusCode>
<ProcessDate>2008-07-17</ProcessDate>
</Response>
</CommonRecord>
```

## Direct Loan with Anticipated Disbursements and Warning Edits Response

```
<?xml version="1.0"?>
<CommonRecord
 xmlns="http://www.ed.gov/FSA/COD/2008/v3.0b"
 xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
 xsi:schemaLocation="http://www.ed.gov/sfa/COD/v2 CommonRecord3.0b.xsd"
>
<TransmissionData>
<DocumentID>2008-05-03T21:25:07.0210003125</DocumentID>
<CreatedDateTime>2008-04-02T16:52:44.33</CreatedDateTime>
<Source>
<COD>
<RoutingID>00000001</RoutingID>
</COD>
</Source>
<Destination>
<School>
<RoutingID>10003125</RoutingID>
</School>
</Destination>
<Software>
<SoftwareProvider>Data Sende</SoftwareProvider>
<SoftwareVersion>5.0</SoftwareVersion>
</Software>
<FullResponseCode>F</FullResponseCode>
</TransmissionData>
<ReportingSchool>
<RoutingID>10003125</RoutingID>
<ReportedFinancialSummary>
<FinancialAwardType>DLSubsidized</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalReportedAward>100.00</TotalReportedAward>
<TotalReportedDisbursement>100.00</TotalReportedDisbursement>
</ReportedFinancialSummary>
<AttendedSchool>
<RoutingID>10003125</RoutingID>
<Student>
<Index>
<SSN>943108910</SSN>
<BirthDate>1969-08-04</BirthDate>
<LastName>STOPS</LastName>
</Index>
<Contacts>
<PermanentAddress>
<AddressLine>TOWNLINE RD</AddressLine>
<City>Glenvar Heights CDP</City>
<StateProvinceCode>FL</StateProvinceCode>
<PostalCode>19771</PostalCode>
</PermanentAddress>
<TemporaryAddress>
<AddressLine>789 Main Avenue</AddressLine>
<City>Paris</City>
<StateProvince>PA</StateProvince>
<PostalCode>98765</PostalCode>
<AddressCountryCode>FR</AddressCountryCode>
</TemporaryAddress>
<Phone>
<PhoneNumber>5141310424</PhoneNumber>
</Phone>
<Email>
<EmailAddress>r.e.kimble@uofi.edu</EmailAddress>
</Email>
```

```
</Contacts>
<Citizenship>
<CitizenshipStatusCode>1</CitizenshipStatusCode>
</Citizenship>
<Note>
<SchoolNoteMessage>New Person</SchoolNoteMessage>
</Note>
<DLLoanInformation AwardKey="01">
<OriginationFeePercent>2.0</OriginationFeePercent>
<InterestRebatePercent>1.5</InterestRebatePercent>
<PromissoryNotePrintCode>S</PromissoryNotePrintCode>
<DisclosureStatementPrintCode>S</DisclosureStatementPrintCode>
<StudentLevelCode>3</StudentLevelCode>
<FinancialAwardBeginDate>2007-07-02</FinancialAwardBeginDate>
<FinancialAwardEndDate>2008-07-01</FinancialAwardEndDate>
<AcademicYearBeginDate>2007-07-02</AcademicYearBeginDate>
<AcademicYearEndDate>2008-07-01</AcademicYearEndDate>
</DLLoanInformation>
<DLSubsidized>
<AwardKey>01</AwardKey>
<FinancialAwardYear>2009</FinancialAwardYear>
<CPSTransactionNumber>01</CPSTransactionNumber>
<FinancialAwardAmount>1000.00</FinancialAwardAmount>
<DependencyStatusCode>I</DependencyStatusCode>
<FinancialAwardNumber>002</FinancialAwardNumber>
<FinancialAwardID>943108910S09G03125002</FinancialAwardID>
<FinancialAwardCreateDate>2008-05-03</FinancialAwardCreateDate>
<Response>
<ResponseCode>A</ResponseCode>
<MPNStatusCode>R</MPNStatusCode>
<MPNLinkIndicator>false</MPNLinkIndicator>
</Response>
<Disbursement Number="01">
<DisbursementAmount>1000.00</DisbursementAmount>
<DisbursementDate>2008-07-11</DisbursementDate>
<DisbursementReleaseIndicator>false</DisbursementReleaseIndicator>
<DisbursementSequenceNumber>01</DisbursementSequenceNumber>
<FirstDisbursementIndicator>true</FirstDisbursementIndicator>
<DisbursementNetAmount>995.00</DisbursementNetAmount>
<DisbursementFeeAmount>20.00</DisbursementFeeAmount>
<InterestRebateAmount>15.00</InterestRebateAmount>
<Response>
<ResponseCode>A</ResponseCode>
<EditProcessResult>
<ResponseErrorCode>054</ResponseErrorCode>
<ResponseErrorField>DisbursementReleaseIndicator</ResponseErrorField>
</EditProcessResult>
</Response>
</Disbursement>
</DLSubsidized>
<Response>
<ResponseCode>A</ResponseCode>
</Response>
</Student>
<Response>
<ResponseCode>A</ResponseCode>
</Response>
</AttendedSchool>
<Response>
<ResponseFinancialSummary>
<FinancialAwardType>DLSubsidized</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalCountAccepted>1</TotalCountAccepted>
<TotalCountVerificationSelected>1</TotalCountVerificationSelected>
<TotalCountSSAdministration>1</TotalCountSSAdministration>
```

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<TotalReportedAward>100.00</TotalReportedAward>
<TotalReportedDisbursement>100.00</TotalReportedDisbursement>
</ResponseFinancialSummary>
<ResponseCode>A</ResponseCode>
<EditProcessResult>
<ResponseErrorCode>090</ResponseErrorCode>
<ResponseErrorField>TotalReportedDisbursement</ResponseErrorField>
</EditProcessResult>
<EditProcessResult>
<ResponseErrorCode>102</ResponseErrorCode>
<ResponseErrorField>TotalReportedAward</ResponseErrorField>
</EditProcessResult>
</Response>
</ReportingSchool>
<Response>
<DocumentTypeCode>RS</DocumentTypeCode>
<DocumentStatusCode>A</DocumentStatusCode>
<ProcessDate>2008-07-17</ProcessDate>
</Response>
</CommonRecord>
```

## *Direct Loan Denied Credit Decision Response*

```
<?xml version="1.0"?>
<CommonRecord
 xmlns="http://www.ed.gov/FSA/COD/2008/v3.0b"
 xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
 xsi:schemaLocation="http://www.ed.gov/sfa/COD/v2 CommonRecord3.0b.xsd"
>
<TransmissionData>
<DocumentID>2008-05-03T21:25:16.0210003125</DocumentID>
<CreatedDateTime>2008-04-02T18:11:45.82</CreatedDateTime>
<Source>
<COD>
<RoutingID>00000001</RoutingID>
</COD>
</Source>
<Destination>
<School>
<RoutingID>10003125</RoutingID>
</School>
</Destination>
<Software>
<SoftwareProvider>Data Sende</SoftwareProvider>
<SoftwareVersion>5.0</SoftwareVersion>
</Software>
<FullResponseCode>F</FullResponseCode>
</TransmissionData>
<ReportingSchool>
<RoutingID>10003125</RoutingID>
<ReportedFinancialSummary>
<FinancialAwardType>DLPLUS</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalReportedAward>100.00</TotalReportedAward>
<TotalReportedDisbursement>100.00</TotalReportedDisbursement>
</ReportedFinancialSummary>
<AttendedSchool>
<RoutingID>10003125</RoutingID>
<Student>
<Index>
<SSN>945128912</SSN>
<BirthDate>1969-08-06</BirthDate>
<LastName>STOPPEL</LastName>
</Index>
<Contacts>
<PermanentAddress>
<AddressLine>TOWNLINE RD</AddressLine>
<City>Glenvar Heights CDP</City>
<StateProvinceCode>FL</StateProvinceCode>
<PostalCode>19771</PostalCode>
</PermanentAddress>
<TemporaryAddress>
<AddressLine>789 Main Avenue</AddressLine>
<City>Paris</City>
<StateProvince>PA</StateProvince>
<PostalCode>98765</PostalCode>
<AddressCountryCode>FR</AddressCountryCode>
</TemporaryAddress>
<Phone>
<PhoneNumber>5141310424</PhoneNumber>
</Phone>
<Email>
<EmailAddress>r.e.kimble@uofi.edu</EmailAddress>
</Email>
</Contacts>
<Citizenship>
```

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<CitizenshipStatusCode>1</CitizenshipStatusCode>
</Citizenship>
<Note>
<SchoolNoteMessage>New Person</SchoolNoteMessage>
</Note>
<DLLoanInformation AwardKey="01">
<OriginationFeePercent>4.0</OriginationFeePercent>
<InterestRebatePercent>1.5</InterestRebatePercent>
<PromissoryNotePrintCode>S</PromissoryNotePrintCode>
<DisclosureStatementPrintCode>S</DisclosureStatementPrintCode>
<StudentLevelCode>3</StudentLevelCode>
<FinancialAwardBeginDate>2007-07-02</FinancialAwardBeginDate>
<FinancialAwardEndDate>2008-07-01</FinancialAwardEndDate>
<AcademicYearBeginDate>2007-07-02</AcademicYearBeginDate>
<AcademicYearEndDate>2008-07-01</AcademicYearEndDate>
</DLLoanInformation>
<DLPLUS>
<AwardKey>01</AwardKey>
<FinancialAwardYear>2009</FinancialAwardYear>
<CPSTransactionNumber>01</CPSTransactionNumber>
<FinancialAwardAmount>1000.00</FinancialAwardAmount>
<DependencyStatusCode>D</DependencyStatusCode>
<DefaultOverpayCode>N</DefaultOverpayCode>
<FinancialAwardNumber>001</FinancialAwardNumber>
<FinancialAwardID>945128912P09G03125001</FinancialAwardID>
<FinancialAwardCreateDate>2008-07-16</FinancialAwardCreateDate>
<Borrower>
<Index>
<SSN>999954321</SSN>
<BirthDate>1969-12-09</BirthDate>
<LastName>WILKES</LastName>
</Index>
<Name>
<FirstName>LYLE</FirstName>
</Name>
<Contacts>
<PermanentAddress>
<AddressLine>1115 PRIMEROSE DR</AddressLine>
<City>ATLANTA</City>
<StateProvinceCode>GA</StateProvinceCode>
<PostalCode>30324</PostalCode>
</PermanentAddress>
</Contacts>
<Citizenship>
<CitizenshipStatusCode>1</CitizenshipStatusCode>
</Citizenship>
<DefaultOverpayCode>N</DefaultOverpayCode>
</Borrower>
<Response>
<ResponseCode>A</ResponseCode>
<EditProcessResult>
<ResponseErrorCode>036</ResponseErrorCode>
<ResponseErrorField>CrDecisionStat</ResponseErrorField>
</EditProcessResult>
<MPNStatusCode>R</MPNStatusCode>
<MPNLinkIndicator>false</MPNLinkIndicator>
<CreditDecisionStatus>D</CreditDecisionStatus>
<CreditDecisionDate>2006-12-15</CreditDecisionDate>
</Response>
<Disbursement Number="01">
<DisbursementAmount>1000.00</DisbursementAmount>
<DisbursementDate>2008-07-11</DisbursementDate>
<DisbursementReleaseIndicator>false</DisbursementReleaseIndicator>
<DisbursementSequenceNumber>01</DisbursementSequenceNumber>
<FirstDisbursementIndicator>true</FirstDisbursementIndicator>
<DisbursementNetAmount>975.00</DisbursementNetAmount>
```

```
<DisbursementFeeAmount>40.00</DisbursementFeeAmount>
<InterestRebateAmount>15.00</InterestRebateAmount>
<Response>
<ResponseCode>A</ResponseCode>
<EditProcessResult>
<ResponseErrorCode>054</ResponseErrorCode>
<ResponseErrorField>DisbursementReleaseIndicator</ResponseErrorField>
</EditProcessResult>
</Response>
</Disbursement>
</DLPLUS>
<Response>
<ResponseCode>A</ResponseCode>
</Response>
</Student>
<Response>
<ResponseCode>A</ResponseCode>
</Response>
</AttendedSchool>
<Response>
<ResponseFinancialSummary>
<FinancialAwardType>DLPLUS</FinancialAwardType>
<FinancialAwardYear>2009</FinancialAwardYear>
<TotalCount>1</TotalCount>
<TotalCountAccepted>1</TotalCountAccepted>
<TotalCountVerificationSelected>0</TotalCountVerificationSelected>
<TotalCountSSAdministration>0</TotalCountSSAdministration>
<TotalReportedAward>100.00</TotalReportedAward>
<TotalReportedDisbursement>100.00</TotalReportedDisbursement>
</ResponseFinancialSummary>
<ResponseCode>A</ResponseCode>
<EditProcessResult>
<ResponseErrorCode>090</ResponseErrorCode>
<ResponseErrorField>TotalReportedDisbursement</ResponseErrorField>
</EditProcessResult>
<EditProcessResult>
<ResponseErrorCode>102</ResponseErrorCode>
<ResponseErrorField>TotalReportedAward</ResponseErrorField>
</EditProcessResult>
</Response>
</ReportingSchool>
<Response>
<DocumentTypeCode>RS</DocumentTypeCode>
<DocumentStatusCode>A</DocumentStatusCode>
<ProcessDate>2008-07-18</ProcessDate>
</Response>
</CommonRecord>
```

## Direct Loan Web Origination and Disbursement Response

```xml
<?xml version="1.0"?>
<CommonRecord
 xmlns="http://www.ed.gov/FSA/COD/2008/v3.0b"
 xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
 xsi:schemaLocation="http://www.ed.gov/FSA/COD/2008/v3.0b CommonRecord3.0b.xsd"
>
<TransmissionData>
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<CreatedDateTime>2008-04-02T17:00:55.54</CreatedDateTime>
<Source>
<COD>
<RoutingID>1</RoutingID>
</COD>
</Source>
<Destination>
<School>
<RoutingID>10003125</RoutingID>
</School>
</Destination>
<Software>
<SoftwareProvider>COD</SoftwareProvider>
<SoftwareVersion>1.00</SoftwareVersion>
</Software>
<FullResponseCode>F</FullResponseCode>
</TransmissionData>
<ReportingSchool>
<RoutingID>10003125</RoutingID>
<AttendedSchool>
<RoutingID>10003125</RoutingID>
<Student>
<Index>
<SSN>944118911</SSN>
<BirthDate>1969-08-05</BirthDate>
<LastName>STOPPKOTTE</LastName>
</Index>
<Name>
<FirstName>NOMA</FirstName>
<MiddleInitial xsi:nil="true" />
</Name>
<Contacts>
<PermanentAddress>
<AddressLine>CALLANDER CRT</AddressLine>
<City>GLENVAR HEIGHTS CDP</City>
<StateProvinceCode>FL</StateProvinceCode>
<PostalCode>19771</PostalCode>
</PermanentAddress>
<TemporaryAddress>
<AddressLine></AddressLine>
<AddressLine></AddressLine>
<AddressLine></AddressLine>
<City></City>
<StateProvinceCode ></StateProvinceCode >
<PostalCode>19771</PostalCode>
</TemporaryAddress>
<Email>
<EmailAddress xsi:nil="true" />
</Email>
</Contacts>
<Citizenship>
<CitizenshipStatusCode>1</CitizenshipStatusCode>
</Citizenship>
<DLLoanInformation AwardKey="01">
```

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<OriginationFeePercent>2.0</OriginationFeePercent>
<InterestRebatePercent>1.5</InterestRebatePercent>
<StudentLevelCode>0</StudentLevelCode>
<FinancialAwardBeginDate>2008-07-17</FinancialAwardBeginDate>
<FinancialAwardEndDate>2009-07-16</FinancialAwardEndDate>
<AcademicYearBeginDate>2008-07-17</AcademicYearBeginDate>
<AcademicYearEndDate>2009-07-16</AcademicYearEndDate>
</DLLoanInformation>
<DLSubsidized>
<AwardKey>01</AwardKey>
<FinancialAwardYear>2009</FinancialAwardYear>
<CPSTransactionNumber>01</CPSTransactionNumber>
<FinancialAwardAmount>1200.00</FinancialAwardAmount>
<Note>
<SchoolNoteMessage></SchoolNoteMessage>
</Note>
<DependencyStatusCode>I</DependencyStatusCode>
<FinancialAwardNumber>001</FinancialAwardNumber>
<FinancialAwardID>944118911S09G03125001</FinancialAwardID>
<FinancialAwardCreateDate>2008-07-17</FinancialAwardCreateDate>
<Response>
<ResponseCode>A</ResponseCode>
<MPNStatusCode>R</MPNStatusCode>
<MPNLinkIndicator>false</MPNLinkIndicator>
</Response>
<Disbursement Number="01">
<DisbursementAmount>1200.00</DisbursementAmount>
<DisbursementDate>2008-07-17</DisbursementDate>
<DisbursementReleaseIndicator>false</DisbursementReleaseIndicator>
<DisbursementSequenceNumber>01</DisbursementSequenceNumber>
<Note>
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<DisbursementFeeAmount>24.00</DisbursementFeeAmount>
<InterestRebateAmount>18.00</InterestRebateAmount>
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</ReportingSchool>
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<DocumentStatusCode>A</DocumentStatusCode>
<ProcessDate>2008-07-17</ProcessDate>
</Response>
</CommonRecord>
```

## TEACH Grant Web Origination and Disbursement Response

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<?xml version="1.0"?>
<CommonRecord
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 xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
 xsi:schemaLocation="http://www.ed.gov/FSA/COD/2008/v3.0b CommonRecord3.0b.xsd"
>
<TransmissionData>
<DocumentID>2008-07-17T17:03:14.7210003125</DocumentID>
<CreatedDateTime>2008-04-02T17:05:43.26</CreatedDateTime>
<Source>
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<SSN>944118911</SSN>
<BirthDate>1969-08-05</BirthDate>
<LastName>STOPPKOTTE</LastName>
</Index>
<Name>
<FirstName>NOMA</FirstName>
<MiddleInitial xsi:nil="true" />
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<TEACH>
<FinancialAwardYear>2009</FinancialAwardYear>
<CPSTransactionNumber>01</CPSTransactionNumber>
<FinancialAwardAmount>4000.00</FinancialAwardAmount>
<FinancialAwardNumber>001</FinancialAwardNumber>
<FinancialAwardID>944118911H09000107001</FinancialAwardID>
<StudentLevelCode>0</StudentLevelCode>
<EnrollmentDate>2008-07-17</EnrollmentDate>
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## TEACH Grant Counseling Acknowledgement

```
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instance" xsi:schemaLocation="http://www.ed.gov/FSA/COD/2008/v3.0x CommonRecord3.0x.xsd">
<TransmissionData>
<DocumentID>2009-07-01T09:31:53.0600000001</DocumentID>
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<FinancialAwardYear>2010</FinancialAwardYear>
<CounselingType>TEACHCounseling</CounselingType>
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<DocumentStatusCode>A</DocumentStatusCode>
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</CommonRecord>
```

## Table of Contents

# Direct Loan Print Specifications

Beginning in July 2006 for the 2005-2006 award year and forward, several Direct Loan documents are new or have been revised as a result of the Higher Education Reconciliation Act (HERA) of 2005. The following new/revised documents incorporate HERA specific changes and information, and must be included with the appropriate MPN correspondence packages:

- Addendum to the Direct Subsidized Loan/Direct Unsubsidized Loan Master Promissory Note

- Addendum to the Direct PLUS Loan Application, MPN, and Endorser Addendum

- Revised Plain Language Disclosure for Direct Loan PLUS

- Revised Plain Language Disclosure for Direct Loan Subsidized/Unsubsidized

## *Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications*

### Borrower Information

| Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications | | | | Borrower Information |
|---|---|---|---|---|
| **Label** | **Line** | **Col** | **Field** | **Print Instructions** |
| BORROWER INFORMATION--- | 1 | | Section Heading | From left to right, print label "BORROWER INFORMATION" succeeded by dashes across page |
| 1. Name and Address | 2 | 1 | Data element label | From left to right in column 1, print data element label, "1.  Name and Address" |
| 1. Name and Address | 5 | 1 | Student Borrower's Last Name, First Name and Middle Initial | From left to right, print the Student Borrower's Last Name, First Name, and Middle Initial.  Print a comma and space following Last Name and a space after the First Name.  Left justify within the print field. |
| 1. Name and Address | 6 | 1 | Student Borrower's Permanent Address OR Student Borrower's Local Address | From left to right, print the Student Borrower's Street Address.  Left justify within the print field. |
| 1. Name and Address | 7 | 1 | Student Borrower's Permanent City, State, and Zip Code OR Student Borrower's Local City, State, and Zip Code | From left to right, print the Student Borrower's City, Mailing State, and Zip Code.  Separate each field with a space and follow city with a comma.  Left justify within the print field. |
| 2.  Date of Disclosure Statement | 2 | 2 | Data element label | From left to right in column 2, print data element label "2.  Date of Disclosure Statement" |
| 2.  Date of Disclosure Statement | 5 | 2 | Date Disclosure Statement is printed. | Print date in MM/DD/CCYY format. |
| 3. Area Code/Telephone Number | 7 | 2 | Data element label | From left to right in column 2, print label "3.  Area Code/Telephone Number" |
| 3. Area Code/Telephone Number | 8 | 2 | Student Borrower's Permanent Telephone Number | Print the Student Borrower's Permanent Telephone Number in (999) 999-9999 format. |

## School Information

| Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications | | | | School Information |
|---|---|---|---|---|
| **Label** | **Line** | **Col** | **Field** | **Print Instructions** |
| SCHOOL INFORMATION--- | 9 | | Section Heading | From left to right, print section heading "SCHOOL INFORMATION" succeeded by dashes across the page |
| 4. School Name and Address | 10 | 1 | Data element label | From left to right in column 1, print data element label "4.  School Name and Address" |
| 4. School Name and Address | 11 | 1 | School Name | From left to right, print the School Name associated with the Direct Loan School Code on the Origination. Left justify within the print field |
| 4. School Name and Address | 12 | 1 | School Address | From left to right, print the School's Street Address.  Left justify within the print field |
| 4. School Name and Address | 13 | 1 | School Address | From left to right, print the school's city, state, and zip code associated with the Direct Loan School Code above.  Separate each field with a space and follow city with a comma.  Left justify within the print field |
| 5.  School Code/Branch | 10 | 2 | Data element label | From left to right in column 2, print data element label "5. School Code/Branch" |
| 5.  School Code/Branch | 12 | 2 | Direct Loan School Code | Print the Direct Loan School Code on the origination. |

## Loan Information

| Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications | | | | Loan Information |
|---|---|---|---|---|
| **Label** | **Line** | **Col** | **Field** | **Print Instructions** |
| LOAN INFORMATION— | 14 | | Section Heading | From left to right, print section heading "LOAN INFORMATION" succeeded by dashes across the page. |
| 6. Loan Identification Number(s) | 15 | 1 | Data element label | From left to right in column 1, print label "6. Loan Identification Number(s)" |
| 6. Loan Identification Number(s) | 16 | 1 | Award ID (Loan ID) | Print the Award ID (Loan ID) of Subsidized loan record in XXXXX9999S09X99999999 format. Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X." |
| 6. Loan Identification Number(s) | 17 | 1 | Award ID (Loan ID) | Print the Award ID (Loan ID) of Unsubsidized loan record in XXXXX9999U09X99999999 format. Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X." |
| 7. Loan Period(s) | 15 | 2 | Data element label | From left to right in column 2, print data element label "7. Loan Period(s)" |
| 7. Loan Period(s) | 16 | 2 | Award Start and End Date (Loan Period Start and End Date) | Print Award Start and End Date (Loan Period Start and End Date) of Subsidized loan record in MM/DD/CCYY – MM/DD/CCYY format. |
| 7. Loan Period(s) | 17 | 2 | Award Start and End Date (Loan Period Start and End Date) | Print Award Start and End Date (Loan Period Start and End Date)of Unsubsidized loan record in MM/DD/CCYY – MM/DD/CCYY format. |
| 8. Loan Fee % | 15 | 3 | Data element label | From left to right in column 3, print label "8. Loan Fee %" |
| 8. Loan Fee % | 16 | 3 | Loan Fee Percentage | Print Loan Fee Rate of Subsidized loan record in 9.999 % format. |
| 8. Loan Fee % | 17 | 3 | Loan Fee Percentage | Print Loan Fee Rate of Unsubsidized loan record in 9.999 % format. |
| ------------------------ | 18 | | Section separator | From left to right, print dashes across page to form a separator line. |
| 9. Information about the loan(s) that your school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts below. Your school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts. | 19, 20, 21, 22 | | Text Statement | From left to right, print statements "9. Information about the loan(s) that your school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts below. Your school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts." |
| | 23 | | Blank line | Insert a blank line |

## Chart of Anticipated Disbursements (Direct Subsidized Loan)

| Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications | | | | |
|---|---|---|---|---|
| Chart of Anticipated Disbursements (Direct Subsidized Loan) | | | | |
| Label | Line | Col | Field | Print Instructions |
| Direct | 24 | 1 | Label | From left to right in column 1, print the label "Direct" |
| Subsidized | 25 | 1 | Label | From left to right in column 1, print the label "Subsidized" |
| Loan | 26 | 1 | Label | From left to right in column 1, print the label "Loan" |
| Gross Loan Amount | 24 | 2 | Column heading | From left to right in column 2, print the label "Gross Loan Amount" |
| – | 24 | | Minus sign | Print the minus sign "–" |
| Loan Fee Amount | 24 | 3 | Column heading | From left to right in column 3, print the heading "Loan Fee Amount" |
| + | 24 | | Plus sign | Print the Plus sign "+" |
| Interest Rebate Amount | 24 | 4 | Column heading | From left to right in column 4, print the heading "Interest Rebate Amount" |
| = | 24 | | Equal sign | Print the equal sign "=" |
| Net Loan Amount | 24 | 5 | Column heading | From left to right in column 5, print the heading "Net Loan Amount" |
| Gross Loan Amount | 25 | 2 | Total gross loan amount | Print total anticipated disbursement gross amount of Subsidized loan record in $99999.99 format |
| – | 25 | | Minus sign | Print the minus sign "–" |
| Loan Fee Amount | 25 | 3 | Total loan fee amount | Print total anticipated disbursement loan fee amount of Subsidized loan record in $99999.99 format |
| + | 25 | | Plus sign | Print the Plus sign "+" |
| Interest Rebate Amount | 25 | 4 | Total interest rebate amount | Print total anticipated disbursement interest rebate amount of Subsidized loan record in $99999.99 format |
| = | 25 | | Equal sign | Print the equal sign "=" |
| Net Loan Amount | 25 | 5 | Total net loan amount | Print total anticipated disbursement net amount of Subsidized loan record in $99999.99 format |
| Your school plans to disburse the Net Loan Amount as follows: | 27 | | Text Statement | From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:" |
| | 28 | | Blank line | Insert a blank line |
| Date | 29 | 2 | Column Heading | In column 2, print heading "Date" |
| Net Disbursement Amount | 29 | 3 | Column Heading | In column 3, print heading "Net Disbursement Amount" |
| Date | 29 | 4 | Column Heading | In column 4, print heading "Date" |
| Net Disbursement Amount | 29 | 5 | Column Heading | In column 5, print heading "Net Disbursement Amount" |
| Date | 30 | 2 | 1st Anticipated Disbursement Date | Print 1st Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |

| Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications Chart of Anticipated Disbursements (Direct Subsidized Loan) | | | | |
|---|---|---|---|---|
| **Label** | **Line** | **Col** | **Field** | **Print Instructions** |
| Net Disbursement Amount | 30 | 3 | 1st Anticipated Net Disbursement Amount | Print 1st Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 31 | 2 | 2nd Anticipated Disbursement Date | Print 2nd Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 31 | 3 | 2nd Anticipated Net Disbursement Amount | Print 2nd Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 32 | 2 | 3rd Anticipated Disbursement Date | Print 3rd Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 32 | 3 | 3rd Anticipated Net Disbursement Amount | Print 3rd Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 33 | 2 | 4th Anticipated Disbursement Date | Print 4th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 33 | 3 | 4th Anticipated Net Disbursement Amount | Print 4th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 34 | 2 | 5th Anticipated Disbursement Date | Print 5th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 34 | 3 | 5th Anticipated Net Disbursement Amount | Print 5th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 35 | 2 | 6th Anticipated Disbursement Date | Print 6th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 35 | 3 | 6th Anticipated Net Disbursement Amount | Print 6th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 36 | 2 | 7th Anticipated Disbursement Date | Print 7th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 36 | 3 | 7th Anticipated Net Disbursement Amount | Print 7th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 37 | 2 | 8th Anticipated Disbursement Date | Print 8th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 37 | 3 | 8th Anticipated Net Disbursement Amount | Print 8th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 38 | 2 | 9th Anticipated Disbursement Date | Print 9th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 38 | 3 | 9th Anticipated Net Disbursement Amount | Print 9th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 39 | 2 | 10th Anticipated Disbursement Date | Print 10th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 39 | 3 | 10th Anticipated Net Disbursement Amount | Print 10th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 30 | 4 | 11th Anticipated Disbursement Date | Print 11th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 30 | 5 | 11th Anticipated Net Disbursement Amount | Print 11th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 31 | 4 | 12th Anticipated Disbursement Date | Print 12th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |

| Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications | | | | |
|---|---|---|---|---|
| **Chart of Anticipated Disbursements (Direct Subsidized Loan)** | | | | |
| **Label** | **Line** | **Col** | **Field** | **Print Instructions** |
| Net Disbursement Amount | 31 | 5 | 12th Anticipated Net Disbursement Amount | Print 12th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 32 | 4 | 13th Anticipated Disbursement Date | Print 13th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 32 | 5 | 13th Anticipated Net Disbursement Amount | Print 13th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 33 | 4 | 14th Anticipated Disbursement Date | Print 14th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 33 | 5 | 14th Anticipated Net Disbursement Amount | Print 14th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 34 | 4 | 15th Anticipated Disbursement Date | Print 15th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 34 | 5 | 15th Anticipated Net Disbursement Amount | Print 15th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 35 | 4 | 16th Anticipated Disbursement Date | Print 16th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 35 | 5 | 16th Anticipated Net Disbursement Amount | Print 16th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 36 | 4 | 17th Anticipated Disbursement Date | Print 17th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 36 | 5 | 17th Anticipated Net Disbursement Amount | Print 17th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 37 | 4 | 18th Anticipated Disbursement Date | Print 18th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 37 | 5 | 18th Anticipated Net Disbursement Amount | Print 18th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 38 | 4 | 19th Anticipated Disbursement Date | Print 19th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 38 | 5 | 19th Anticipated Net Disbursement Amount | Print 19th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| Date | 39 | 4 | 20th Anticipated Disbursement Date | Print 20th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 39 | 5 | 20th Anticipated Net Disbursement Amount | Print 20th Anticipated Net Disbursement Amount of Subsidized loan record in $99999.99 format |
| | 40 | | Blank line | Insert a blank line |

## Chart of Anticipated Disbursements (Direct Unsubsidized Loan)

| Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications Chart of Anticipated Disbursements (Direct Unsubsidized Loan) | | | | |
|---|---|---|---|---|
| **Label** | **Line** | **Col** | **Field** | **Print Instructions** |
| Direct | 41 | 1 | Label | From left to right in column 1, print the label "Direct" |
| Unsubsidized | 42 | 1 | Label | Print and left justify the label "Unsubsidized" |
| Loan | 43 | 1 | Label | Print and left justify the label "Loan" |
| Gross Loan Amount | 41 | 2 | Column heading | From left to right in column 2, print the heading "Gross Loan Amount" |
| – | 41 | | Minus sign | Print the minus sign "–" |
| Loan Fee Amount | 41 | 3 | Column heading | From left to right in column 3, print the heading "Loan Fee Amount" |
| + | 41 | | Plus sign | Print the Plus sign "+" |
| Interest Rebate Amount | 41 | 4 | Column heading | From left to right in column 4, print the heading "Interest Rebate Amount" |
| = | 41 | | Equal sign | Print the equal sign "=" |
| Net Disbursement Amount | 41 | 5 | Column heading | From left to right in column 5, print the heading "Net Disbursement Amount" |
| Gross Loan Amount | 42 | 2 | Total gross loan amount | Print total anticipated gross loan amount of Unsubsidized loan record in $99999.99 format |
| – | 42 | | Minus sign | Print the minus sign "–" |
| Loan Fee Amount | 42 | 3 | Total loan fee amount | Print total anticipated loan fee amount of Unsubsidized loan record in $99999.99 format |
| + | 42 | | Plus sign | Print the Plus sign "+" |
| Interest Rebate Amount | 42 | 4 | Total interest rebate amount | Print total anticipated interest rebate amount of Unsubsidized loan record in $99999.99 format |
| = | 42 | | Equal sign | Print the equal sign "=" |
| Net Disbursement Amount | 42 | 5 | Total net loan amount | Print total anticipated net loan amount of Unsubsidized loan record in $99999.99 format |
| Your school plans to disburse the Net Loan Amount as follows: | 44 | | Statement | From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:" |
| | 45 | | Blank line | Insert a blank line |
| Date | 46 | 2 | Column heading | In column 2, center heading "Date" |
| Net Disbursement Amount | 46 | 3 | Column heading | In column 3, center heading "Net Disbursement Amount" |
| Date | 46 | 4 | Column heading | In column 4, center heading "Date" |
| Net Disbursement Amount | 46 | 5 | Column heading | In column 5, center heading "Net Disbursement Amount" |
| Date | 47 | 2 | 1st Anticipated Disbursement Date | Print 1st Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 47 | 3 | 1st Anticipated Net Disbursement Amount | Print 1st Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |

| Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications Chart of Anticipated Disbursements (Direct Unsubsidized Loan) | | | | |
|---|---|---|---|---|
| **Label** | **Line** | **Col** | **Field** | **Print Instructions** |
| Date | 48 | 2 | 2nd Anticipated Disbursement Date | Print 2nd Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 48 | 3 | 2nd Anticipated Net Disbursement Amount | Print 2nd Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 49 | 2 | 3rd Anticipated Disbursement Date | Print 3rd Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 49 | 3 | 3rd Anticipated Net Disbursement Amount | Print 3rd Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 50 | 2 | 4th Anticipated Disbursement Date | Print 4th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 50 | 3 | 4th Anticipated Net Disbursement Amount | Print 4th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 51 | 2 | 5th Anticipated Disbursement Date | Print 5th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 51 | 3 | 5th Anticipated Net Disbursement Amount | Print 5th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 52 | 2 | 6th Anticipated Disbursement Date | Print 6th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 52 | 3 | 6th Anticipated Net Disbursement Amount | Print 6th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 53 | 2 | 7th Anticipated Disbursement Date | Print 7th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 53 | 3 | 7th Anticipated Net Disbursement Amount | Print 7th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 54 | 2 | 8th Anticipated Disbursement Date | Print 8th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 54 | 3 | 8th Anticipated Net Disbursement Amount | Print 8th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 55 | 2 | 9th Anticipated Disbursement Date | Print 9th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 55 | 3 | 9th Anticipated Net Disbursement Amount | Print 9th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 56 | 2 | 10th Anticipated Disbursement Date | Print 10th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 56 | 3 | 10th Anticipated Net Disbursement Amount | Print 10th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 47 | 4 | 11th Anticipated Disbursement Date | Print 11th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 47 | 5 | 11th Anticipated Net Disbursement Amount | Print 11th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 48 | 4 | 12th Anticipated Disbursement Date | Print 12th  Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 48 | 5 | 12th Anticipated Net Disbursement Amount | Print 12th  Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |

| Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications | | | | |
|---|---|---|---|---|
| | | | | Chart of Anticipated Disbursements (Direct Unsubsidized Loan) |
| **Label** | **Line** | **Col** | **Field** | **Print Instructions** |
| Date | 49 | 4 | 13th Anticipated Disbursement Date | Print 13th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 49 | 5 | 13th Anticipated Net Disbursement Amount | Print 13th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 50 | 4 | 14th Anticipated Disbursement Date | Print 14th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 50 | 5 | 14th Anticipated Net Disbursement Amount | Print 14th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 51 | 4 | 15th Anticipated Disbursement Date | Print 15th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 51 | 5 | 15th Anticipated Net Disbursement Amount | Print 15th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 52 | 4 | 16th Anticipated Disbursement Date | Print 16th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 52 | 5 | 16th Anticipated Net Disbursement Amount | Print 16th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 53 | 4 | 17th Anticipated Disbursement Date | Print 17th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 53 | 5 | 17th Anticipated Net Disbursement Amount | Print 17th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 54 | 4 | 18th Anticipated Disbursement Date | Print 18th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 54 | 5 | 18th Anticipated Net Disbursement Amount | Print 18th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 55 | 4 | 19th Anticipated Disbursement Date | Print 19th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 55 | 5 | 19th Anticipated Net Disbursement Amount | Print 19th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |
| Date | 56 | 4 | 20th Anticipated Disbursement Date | Print 20th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 56 | 5 | 20th Anticipated Net Disbursement Amount | Print 20th Anticipated Net Disbursement Amount of Unsubsidized loan record in $99999.99 format |

## *Direct Loan PLUS Disclosure Statement Print Specifications*

### Borrower Information

| Direct Loan PLUS Disclosure Statement Print Specifications | | | | Borrower Information |
|---|---|---|---|---|
| **Label** | **Line** | **Col** | **Field** | **Print Instructions** |
| BORROWER INFORMATION--- | 1 | | Section Heading | From left to right, print label "BORROWER INFORMATION" succeeded by dashes across page |
| 1. Name and Address | 2 | 1 | Data element label | From left to right in column 1, print data element label, "1.  Name and Address" |
| 1. Name and Address | 5 | 1 | Parent Borrower's Last Name, First Name and Middle Initial | From left to right, print the Parent Borrower's Last Name, First Name, and Middle Initial.  Print a comma and space following Last Name and a space after the First Name.  Left justify within the print field. |
| 1. Name and Address | 6 | 1 | Parent Borrower's Permanent Address | From left to right, print the Parent Borrower's Street Address.  Left justify within the print field. |
| 1. Name and Address | 7 | 1 | Parent Borrower's Permanent City, State, and Zip Code | From left to right, print the Parent Borrower's City, Mailing State, and Zip Code.  Separate each field with a space and follow city with a comma.  Left justify within the print field. |
| 2.  Date of Disclosure Statement | 2 | 2 | Data element label | From left to right in column 2, print data element label "2.  Date of Disclosure Statement" |
| 2.  Date of Disclosure Statement | 5 | 2 | Date Disclosure Statement is printed | Print date in MM/DD/CCYY format. |
| 3. Area Code/Telephone Number | 7 | 2 | Data element label | From left to right in column 2, print label "3.  Area Code/Telephone Number" |
| 3. Area Code/Telephone Number | 8 | 2 | Parent Borrower's Permanent Telephone Number | Print the Parent Borrower's Permanent Telephone Number in (999) 999-9999 format. |

## School Information

| Direct Loan PLUS Disclosure Statement Print Specifications | | | | School Information |
|---|---|---|---|---|
| **Label** | **Line** | **Col** | **Field** | **Print Instructions** |
| SCHOOL INFORMATION--- | 11 | | Section Heading | From left to right, print section heading "SCHOOL INFORMATION" succeeded by dashes across the page |
| 4. School Name and Address | 12 | 1 | Data element label | From left to right in column 1, print data element label "4.  School Name and Address" |
| 4. School Name and Address | 13 | 1 | School Name | From left to right, print the School Name. Left justify within the print field |
| 4. School Name and Address | 14 | 1 | School Address | From left to right, print the School's Street Address.  Left justify within the print field |
| 4. School Name and Address | 15 | 1 | School Address | From left to right, print the school's city, state, and zip code.  Separate each field with a space and follow city with a comma.  Left justify within the print field |
| 5.  School Code/Branch | 12 | 2 | Data element label | From left to right in column 2, print data element label "5. School Code/Branch" |
| 5.  School Code/Branch | 13 | 2 | Direct Loan School Code | Print the Direct Loan School Code associated with the origination record. |

## Student Information

| Direct Loan PLUS Disclosure Statement Print Specifications | | | | Student Information |
|---|---|---|---|---|
| **Label** | **Line** | **Col** | **Field** | **Print Instructions** |
| STUDENT INFORMATION--- | 16 | | Section Heading | From left to right, print section heading "STUDENT INFORMATION" succeeded by dashes across the page |
| 6. Student's Name | 17 | 1 | Data element label | From left to right in column 1, print data element label "4.  Student's Name" |
| 6. Student's Name | 18 | 1 | Student's Name | From left to right, print the Student's Last Name, First Name, and Middle Initial.  Print a comma and space following Last Name and a space after the First Name.  Left justify within the print field. |
| 7.  Student's Social Security Number | 17 | 2 | Data element label | From left to right in column 2, print data element label "7. Student's Social Security Number" |
| 7.  Student's Social Security Number | 18 | 2 | Student's Social Security Number | Print Social Security Number in XXX-XX-9999 format<br>Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X." |
| 8. Student's Date of Birth | 19 | 1 | Data element label | From left to right in column 1, print data element label "8. Student's Date of Birth" |
| 8. Student's Date of Birth | 20 | 1 | Student's Date of Birth | Print date in MM/DD/CCYY format. |

## Loan Information

| Direct Loan PLUS Disclosure Statement Print Specifications | | | | Loan Information |
|---|---|---|---|---|
| **Label** | **Line** | **Col** | **Field** | **Print Instructions** |
| LOAN INFORMATION— | 22 | | Section Heading | From left to right, print section heading "LOAN INFORMATION" succeeded by dashes across the page. |
| 9. Loan Identification Number | 23 | 1 | Data element label | From left to right in column 1, print label "9. Loan Identification Number" |
| 9.. Loan Identification Number(s) | 24 | 1 | Award ID (Loan ID) | Print the Award ID (Loan ID) of PLUS loan in XXXXX9999P09X99999999 format. Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X." |
| 10.  Loan Period | 23 | 2 | Data element label | From left to right in column 2, print data element label "10.  Loan Period" |
| 10.  Loan Period | 24 | 2 | Loan Period Start and End Date | Print Loan Award Start and End Date (Loan Period Start and End Date) of PLUS record in MM/DD/CCYY – MM/DD/CCYY format. |
| 11. Loan Fee % | 23 | 3 | Data element label | From left to right in column 3, print label "11. Loan Fee %" |
| 11. Loan Fee % | 24 | 3 | Loan Fee Percentage | Print Loan Fee Rate of PLUS loan record in 9.999 % format. |
| ------------------------- | 26 | | Section separator | From left to right, print dashes across page to form a separator line. |
| 12.  Information about the loan that the school plans to disburse (payout) follows.  This information is explained in detail on the back.  The actual disbursement dates and amounts may be different than the dates and amounts shown below.  The school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts. | 27, 28, 29, 30 | | Text Statement | From left to right, print statements "12. Information about the loan that the school plans to disburse (payout) follows.  This information is explained in detail on the back.  The actual disbursement dates and amounts may be different than the dates and amounts shown below.  The school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts." |
| | 31 | | Blank line | Insert a blank line |

# Chart of Anticipated Disbursements

| Direct Loan PLUS Disclosure Statement Print Specifications | | | | Chart of Anticipated Disbursements |
|---|---|---|---|---|
| Label | Line | Col | Field | Print Instructions |
| Direct | 32 | 1 | Label | From left to right in column 1, print the label "Direct" |
| PLUS | 33 | 1 | Label | From left to right in column 1, print the label "PLUS" |
| Loan | 34 | 1 | Label | From left to right in column 1, print the label "Loan" |
| Gross Loan Amount | 32 | 2 | Column heading | From left to right in column 2, print the label "Gross Loan Amount" |
| – | 32 | | Minus sign | Print the minus sign "–" |
| Loan Fee Amount | 32 | 3 | Column heading | From left to right in column 3, print the heading "Loan Fee Amount" |
| + | 32 | | Plus sign | Print the plus sign "+" |
| Interest Rebate Amount | 32 | 4 | Column heading | From left to right in column 4, print the heading "Interest Rebate Amount" |
| = | 32 | | Equal sign | Print the equal sign "=" |
| Net Loan Amount | 32 | 5 | Column heading | From left to right in column 5, print the heading "Net Loan Amount" |
| Gross Loan Amount | 33 | 2 | Total gross loan amount | Print total gross award amount of PLUS loan record in $99999.99 format |
| – | 33 | | Minus sign | Print the minus sign "–" |
| Loan Fee Amount | 33 | 3 | Total loan fee amount | Print total loan fee amount (total loan fee for all anticipated disbursements) of PLUS loan record in $99999.99 format |
| + | 33 | | Plus sign | Print the Plus sign "+" |
| Interest Rebate Amount | 33 | 4 | Total interest rebate amount | Print total interest rebate amount (total interest rebate amount for all anticipated disbursements) of PLUS loan record in $99999.99 format |
| = | 33 | | Equal sign | Print the equal sign "=" |
| Net Loan Amount | 33 | 5 | Total net loan amount | Print total net amount (total net amount for all anticipated disbursements) of PLUS loan record in $99999.99 format |
| | 34 | | Blank line | Insert a blank line |
| The school plans to disburse the Net Loan Amount as follows: | 35 | | Text Statement | From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:" |
| | 36 | | Blank line | Insert a blank line |
| Date | 37 | 2 | Column Heading | In column 2, print heading "Date" |
| Net Disbursement Amount | 37 | 3 | Column Heading | In column 3, print heading "Net Disbursement Amount" |
| Date | 38 | 2 | 1st Anticipated Disbursement Date | Print 1st Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 38 | 3 | 1st Anticipated Net Disbursement Amount | Print 1st Anticipated Net Disbursement Amount of PLUS loan record in $99999.99 format |

| Direct Loan PLUS Disclosure Statement Print Specifications | | | | Chart of Anticipated Disbursements |
|---|---|---|---|---|
| **Label** | **Line** | **Col** | **Field** | **Print Instructions** |
| Date | 39 | 2 | 2nd Anticipated Disbursement Date | Print 2nd Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 39 | 3 | 2nd Anticipated Net Disbursement Amount | Print 2nd Anticipated Net Disbursement Amount of PLUS loan record in $99999.99 format |
| Date | 40 | 2 | 3rd Anticipated Disbursement Date | Print 3rd Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 40 | 3 | 3rd Anticipated Net Disbursement Amount | Print 3rd Anticipated Net Disbursement Amount of PLUS loan record in $99999.99 format |
| Date | 41 | 2 | 4th Anticipated Disbursement Date | Print 4th Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format |
| Net Disbursement Amount | 41 | 3 | 4th Anticipated Net Disbursement Amount | Print 4th Anticipated Net Disbursement Amount of PLUS loan record in $99999.99 format |

## *Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) Print Specifications*

The Subsidized/Unsubsidized Master Promissory Note (MPN) has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple subsidized and unsubsidized loans.

The Subsidized/Unsubsidized Borrower's Rights and Responsibilities and addendum must accompany all Subsidized/Unsubsidized MPNs.

The following specifications are for printing the data element labels and variable data on the Subsidized/Unsubsidized MPN pre-print form without labels. Line 1 starts 1 7/8th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

### Borrower Information

| Direct Subsidized/Unsubsidized Loan MPN Print Specifications | | | Borrower Information |
|---|---|---|---|
| **Label** | **Line** | **Field** | **Print Instructions** |
| SECTION A: BORROWER INFORMATION | 1 | Label | Print statement "SECTION A: BORROWER INFORMATION" Left Justified, Italicized |
| READ THE INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION | 1 | Label | Print statement "READ THE INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION" Reft Justified, Italicized |
| 1. Driver's License State and No. | 2 | Student Borrower's Driver's License State and Number | From left to right, print Student Borrower's Driver's License State and Number separating them by a dash on **line 3** |
| 2. Social Security No. | 2 | Student Borrower's SSN | Print the Student Borrower's SSN in 999-99-9999 format on **line 4** |
| 3. E-mail Address (optional) | 4 | Student Borrower's Current E-mail Address | From left to right, print the Student Borrower's E-mail address on **line 5** |
| 4. Name and Address | 6 | Student Borrower's Last Name, First Name, Middle Initial | From left to right, print the Student Borrower's Last Name, First Name, and Middle Initial on **line 8**<br>Print a comma and space following the Last Name and a space after the First Name<br>Following the Middle Initial, print the label: <- Last, First, M.I. |
| 4. Name and Address (continued) | 6 | Student Borrower's Permanent Address OR Student Borrower's Local Address | From left to right, print the Student Borrower's Street Address on **line 9** |
| 4. Name and Address (continued) | 6 | Student Borrower's Permanent City, State, and Zip Code OR Student Borrower's Local City, State, and Zip Code | From left to right, print the Student Borrower's City, Mailing State, and Zip Code on **line 10** Separate each field with a space and follow city with a comma |
| 5. Date of Birth | 7 | Student Borrower's Date of Birth | Print in MM/DD/YYYY format on **line 7** |
| 6. Area Code/Telephone No. | 8 | Student Borrower's Permanent Telephone Number | Print in (999) 999-9999 format on **line 9** |

## School Information

| Direct Subsidized/Unsubsidized Loan MPN Print Specifications | | | School Information |
|---|---|---|---|
| **Label** | **Line** | **Field** | **Print Instructions** |
| SECTION B: SCHOOL INFORMATION | 18 | Label | Print statement "SECTION B: SCHOOL INFORMATION" Left Justified, Italicized |
| 8. School Name and Address | 19 | School Name | From left to right, print the School Name associated with the DL school code on the record on **line 20** |
| 8. School Name and Address (continued) | 19 | School Address | From left to right, print the School's Street Address associated with the DL school code on **line 21** |
| 8. School Name and Address (continued) | 19 | School's City, State, and Zip Code | From left to right, print the School's City, State and Zip Code on **line 22** Separate each field with a space and follow city with a comma |
| 9. School Code/Branch | 19 | Direct Loan School Code | Print the Direct Loan School Code on the Loan Record on **line 20** |
| 10. Identification No. | 19 | Master Promissory Note ID | Print in 999999999-M-99-99999-9-99 format on **line 20** |

# Direct Subsidized/Unsubsidized Loan MPN HERA Addendum Sample

A sample Higher Education Reconciliation Act (HERA) of 2005Addendum for the Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) is included below:

**Addendum to the Direct Subsidized Loan/Direct Unsubsidized Loan Master Promissory Note**

**William D. Ford Federal Direct Loan Program**

The Higher Education Reconciliation Act of 2005 (HERA) changed some of the terms of Federal Direct Stafford/Ford Loans (Direct Subsidized Loans) and Federal Direct Unsubsidized Stafford/Ford Loans (Direct Unsubsidized Loans) made under the William D. Ford Federal Direct Loan (Direct Loan) Program.  As a result, certain terms of the loan(s) you receive under a Direct Subsidized Loan/Direct Unsubsidized Loan Master Promissory Note (MPN) differ from the terms described in the MPN and Borrower's Rights and Responsibilities Statement.

This Addendum describes the changes made by the HERA to the terms of Direct Subsidized Loans and Direct Unsubsidized Loans.  Your loan is subject to these changes.  The loan term changes explained in this Addendum are incorporated into and made a part of the MPN that you sign and the Borrower's Rights and Responsibilities Statement.  You should keep a copy of this Addendum with your MPN and Borrower's Rights and Responsibilities Statement.

NOTE:  The Office of Management and Budget (OMB) has approved the continued use of the Direct Subsidized Loan/Direct Unsubsidized Loan MPN under OMB Number 1845-0007.  The new expiration date for the MPN is 03/31/2008.

1. **MPN, Section C: Borrower Request, Certifications, Authorizations, and Understanding.** *Effective for MPNs signed on or after July 1, 2006,* by signing your MPN you are certifying, under penalty of perjury, that if you have been convicted of, or have pled *nolo contendere* or guilty to, a crime involving fraud in obtaining federal student aid funds under Title IV of the Higher Education Act of 1965, as amended, you have completed the repayment of those funds to the U.S. Department of Education, or to the loan holder in the case of a Title IV federal student loan.

2. **Borrower's Rights and Responsibilities Statement, Item 8: Interest rate**.  *Effective for loans first disbursed on or after July 1, 2006*, a Direct Subsidized Loan or Direct Unsubsidized Loan has a fixed interest rate of 6.8%.   Direct Subsidized Loans and Direct Unsubsidized Loans first disbursed *before July 1, 2006* will continue to have a variable interest rate as described in Item 8 of the Borrower's Rights and Responsibilities Statement.

3. **Borrower's Rights and Responsibilities Statement, Item 10: Loan fee.**  *Effective July 1, 2006,* the maximum loan fee we charge on a Direct Subsidized Loan or Direct Unsubsidized Loan is 3 percent of the principal amount of each loan you receive.

4. **Borrower's Rights and Responsibilities Statement, Item 15: Repaying your loan.**  *Effective for Direct Subsidized Loans and Direct Unsubsidized Loans that enter repayment on or after July 1, 2006,* the following changes apply to the Graduated Repayment Plan and the Extended Repayment Plan:

   **Graduated Repayment Plan.**  If you choose this plan, your payments will usually be lower at first, and will then increase over time.  No single payment will be more than 3 times greater than any other payment.  Under this plan, you must repay your loan in full within 10 years (not including periods of deferment and forbearance) from the date the loan entered repayment.  If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

   **Extended Repayment Plan.**  You may choose this plan only if (1) you had no outstanding balance on a Direct Loan Program loan as of October 7, 1998 or on the date you obtained a Direct Loan Program loan on or after October 7, 1998, and (2) you have an outstanding balance on Direct Loan Program loans that exceeds $30,000.  If you are eligible for and choose this plan, you will make monthly payments based on fixed annual or graduated repayment amounts and will repay your loan in full over a period not to exceed 25 years (not including periods of deferment and forbearance) from the date your loan entered repayment.  The maximum period of time you have to repay your loans will vary depending on the amount of your outstanding loan debt.  Your payments must be at least $50 per month and will be more, if necessary, to repay the loan within the required time period.  If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

5. **Borrower's Rights and Responsibilities Statement, Item 20: Deferment and forbearance.**  *Effective July 1, 2006, for loans with a first disbursement made on or after July 1, 2001,* a deferment is available for a period of up to three years during which a borrower is serving on active duty during a war or other military operation or national emergency, or performing qualifying National Guard duty during a war or other military operation or national emergency.

6. **Borrower's Rights and Responsibilities Statement, Item 21: Discharge.**  *Effective July 1, 2006,* a loan is also eligible for discharge if it is determined that the borrower's eligibility for the loan was falsely certified as a result of a crime of identity theft.

## Direct Subsidized/Unsubsidized Loan MPN Sample

A sample Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

## Direct Subsidized/Unsubsidized Loan Borrower's Rights and Responsibilities Statement (BRR) Sample

A sample Direct Subsidized/Unsubsidized Loan Borrower's Rights and Responsibilities Statement may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

## Direct PLUS Loan Master Promissory Note (MPN) Print Specifications

The PLUS Master Promissory Note (MPN) has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple PLUS loans.

The PLUS Borrower's Rights and Responsibilities and addendum must accompany all PLUS MPNs.

The following specifications are for printing the data element labels and variable data on the PLUS MPN pre-printed form without labels. Line 1 starts 1 1/4th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

## Borrower Information

| Direct PLUS Loan MPN Print Specifications | | | Borrower Information |
|---|---|---|---|
| **Label** | **Line** | **Field** | **Print Instructions** |
| SECTION A: BORROWER INFORMATION – TO BE COMPLETED BY ALL BORROWERS | 1 | Label | Print statement "SECTION A: BORROWER INFORMATION – TO BE COMPLETED BY ALL BORROWERS" Left justified, italicize |
| I am a Parent of a Dependent Undergraduate Student | 2 | Label | Print statement "I am a Parent of a Dependent Undergraduate Student" Left justified |
| 1. Driver's License State and No. | 3 | Parent Borrower's Driver's License State and Number | From left to right, print Parent Borrower's Driver's License State and Number separating them by a dash on **line 4** |
| 2. Social Security No. | 3 | Parent Borrower's SSN | Print the Parent Borrower's SSN in 999-99-9999 format on **line 4** |
| 3. Date of Birth | 3 | Parent Borrower's Date of Birth | Print in MM/DD/YYYY format on **line 4** |
| 4. E-mail Address (optional) | 5 | Parent Borrower's Current E-mail Address | From left to right, print the Parent Borrower's E-mail address on **line 5** |
| 5. Name and Permanent Address | 6 | Parent Borrower's Last Name, First Name, Middle Initial | From left to right, print the Parent Borrower's Last Name, First Name, and Middle Initial on **line 9** |
| (last, first, middle initial) | 7 | | |

| Direct PLUS Loan MPN Print Specifications | | | Borrower Information |
|---|---|---|---|
| **Label** | **Line** | **Field** | **Print Instructions** |
| (street), (city, state, zip code) | 8 | | From left to right, print the Parent Borrower's Street Address on **line 10** <br><br> From left to right, print the Parent Borrower's City, Mailing State, and Zip Code on **line 11** Separate each field with a space and follow city with a comma |
| 6. Area Code/Telephone No. | 6 | Parent Borrower's Permanent Telephone Number | Print in (999) 999-9999 format on **line 7** |
| 7. Citizenship Status (parent borrowers only) | 8 | Parent Borrower's Citizenship | |
| 1 [ ] U.S. Citizen or National | 9 | | If 1, print X in the bracketed [ ] box |
| 2 [ ] Permanent Resident/Other Eligible Non-Citizen | 10 | | If 2, print X in the bracketed [ ] box |
| If (2), Alien Registration No. | 11 | | If 2, print Alien Registration Number field in 999999999 format |

## School Information

| Direct Subsidized/Unsubsidized Loan Print Specifications | | | School Information |
|---|---|---|---|
| **Label** | **Line** | **Field** | **Print Instructions** |
| SECTION B: SCHOOL INFORMATION – TO BE COMPLETED BY THE SCHOOL | 20 | | Print statement "SECTION B: SCHOOL INFORMATION – TO BE COMPLETED BY THE SCHOOL" Left Justify, italicize |
| 11. School Name and Address | 21 | School Name | From left to right, print the School Name associated with the DL school code on the record on **line 22** |
| | | School Address, City, State, and Zip Code | From left to right, print the School's Street Address, City, State and Zip Code associated with the DL school code on **line 23** Separate each field with a space and follow city with a comma |
| 12. School Code/Branch | 21 | Direct Loan School Code | Print the Direct Loan School Code on the Loan Record on **line 22** |
| 13. Identification No. | 21 | Master Promissory Note ID | Print in 999999999-N-99-99999-9-99 format on **line 22** |

## Dependent Undergraduate Student Information

| Direct Subsidized/Unsubsidized Loan Print Specifications | | Dependent Undergraduate Student Information | |
|---|---|---|---|
| **Label** | **Line** | **Field** | **Print Instructions** |
| SECTION C: DEPENDENT UNDERGRADUATE STUDENT INFORMATION – PARENT BORROWERS ONLY | 24 | | Print statement "SECTION C: DEPENDENT UNDERGRADUATE STUDENT INFORMATION – PARENT BORROWERS ONLY" Left justify, italicize |
| 14. Student's Name (last, first, middle initial) | 25 | Student Borrower's Last, name, First Name, Middle Initial | From left to right, print the Student's Borrower's Last Name, First Name, and Middle Initial on **line 26** Print a comma and space following the Last Name and a space after the First Name |
| 15. Social Security No. | 25 | Student Borrower's SSN | Print the Student Borrower's SSN in 999-99-9999 format on **line 26** |
| 16. Date of Birth | 25 | Student Borrower's Date of Birth | Print in MM/DD/YYYY format on **line 26** |

## Direct PLUS Loan MPN Sample

A sample Direct PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

## Direct PLUS Loan MPN Endorser Addendum Sample

A sample Endorser Addendum for Direct PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

## Direct PLUS Loan Borrower's Rights and Responsibilities Statement (BRR) Sample

A sample Direct PLUS Loan Borrower's Rights and Responsibilities Statement may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

## *Direct PLUS Loan for Graduate Student Borrowers Master Promissory Note (MPN) Print Specifications*

The PLUS Master Promissory Note (MPN) for graduate student borrowers has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple Grad PLUS loans.

The same MPN form is used for both parent PLUS and Grad PLUS loans. The PLUS Borrower's Rights and Responsibilities and addendum must accompany all PLUS MPNs.

The following specifications are for printing the data element labels and variable data on the Grad PLUS MPN pre-printed form without labels. Line 1 starts 1 1/4th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

## Borrower Information

| Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications | | | Borrower Information |
|---|---|---|---|
| **Label** | **Line** | **Field** | **Print Instructions** |
| SECTION A: BORROWER INFORMATION – TO BE COMPLETED BY ALL BORROWERS | 1 | | Left justify, italicize |
| I am a Graduate or Professional Student | 2 | | Left justify |
| 1. Driver's License State and No. | 3 | Borrower's Driver's License State and Number | From left to right, print Borrower's Driver's License State and Number separating them by a dash on **line 4** |
| 2. Social Security No. | 3 | Borrower's SSN | Print the Borrower's SSN in 999-99-9999 format on **line 4** |
| 3. Date of Birth | 3 | Borrower's Date of Birth | Print in MM/DD/YYYY format on **line 4** |
| 4. E-mail Address (optional) | 5 | Borrower's Current E-mail Address | From left to right, print the Borrower's E-mail address on **line 5** |
| 5. Name and Permanent Address | 6 | Borrower's Last Name, First Name, Middle Initial | From left to right, print the Borrower's Last Name, First Name, and Middle Initial on **line 9** |
| (last, first, middle initial) | 7 | | |
| (street), (city, state, zip code) | 8 | | From left to right, print the Borrower's Street Address on **line 10**<br><br>From left to right, print the Borrower's City, Mailing State, and Zip Code on **line 11** Separate each field with a space and follow city with a comma |
| 6. Area Code/Telephone No. | 6 | Borrower's Permanent Telephone Number | Print in (999) 999-9999 format on **line 7** |
| 7. Citizenship Status (parent borrowers only) | 8 | | Print label as is. |
| 1 [ ] U.S. Citizen or National | 9 | | Print label as is. |
| 2 [ ] Permanent Resident/Other Eligible Non-Citizen | 10 | | Print label as is. |
| If (2), Alien Registration No. | 11 | | Print label as is. |

## School Information

| Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications | | | School Information |
|---|---|---|---|
| **Label** | **Line** | **Field** | **Print Instructions** |
| SECTION B: SCHOOL INFORMATION – TO BE COMPLETED BY THE SCHOOL | 20 | | Left Justify, italicize |
| 11. School Name and Address | 21 | School Name | From left to right, print the School Name associated with the DL school code on the record on **line 22** |
| | | School Address, City, State, and Zip Code | From left to right, print the School's Street Address, City, State and Zip Code associated with the DL school code on **line 23** Separate each field with a space and follow city with a comma |
| 12. School Code/Branch | 21 | Direct Loan School Code | Print the Direct Loan School Code on the Loan Record on **line 22** |
| 13. Identification No. | 21 | Master Promissory Note ID | Print in 999999999-N-99-99999-9-99 format on **line 22** |

## Dependent Undergraduate Student Information

| Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications | | | |
|---|---|---|---|
| | | | Dependent Undergraduate Student Information |
| **Label** | **Line** | **Field** | **Print Instructions** |
| SECTION C: DEPENDENT UNDERGRADUATE STUDENT INFORMATION – PARENT BORROWERS ONLY | 24 | | Left justify, italicize |
| 14. Student's Name (last, first, middle initial) | 25 | | Print label as is. |
| 15. Social Security No. | 25 | | Print label as is. |
| 16. Date of Birth | 25 | | Print label as is. |

## Direct Grad PLUS Loan MPN Sample

A sample Direct Grad PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

## Direct Grad PLUS Loan MPN Endorser Addendum Sample

A sample Endorser Addendum for Direct Grad PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

## Direct Grad PLUS Loan Borrower's Rights and Responsibilities Statement (BRR) Sample

A sample Direct Grad PLUS Loan Borrower's Rights and Responsibilities Statement may be accessed via the following web site:

http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html

# Pell Grant Print Specifications

## *ESOA Print Specifications*

The Electronic Statement of Account (ESOA) details an institution's spending authorization and amount expended to date.

The ESOA report contains:

- Header - see Sample Output Document for correct header information

- Summary Information – see the following ESOA Print (Summary Information) table

- Detail Information – see the ESOA Detail Information table that follows the ESOA Print (Summary Information) table

## Summary Information

This table of print specifications is used in EDExpress Software and is provided as an example:

| ESOA Print Specifications | | Summary Information |
|---|---|---|
| **Row** | **Field Name in EDExpress** | **Printing Instructions** |
| 1 | | Print a blank row. |
| 2 | Pell School Number | Print the value for this field as defined on the Pell ESOA database table for the specified school. |
| 3 | Entity ID | Print the value for this field as defined on the Pell ESOA database table for the specified school. |
| 4 | School Name | Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table. |
| 5 | State | Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table. |
| 6 | Grantee Duns Number | Print the value for this field as defined on the Pell ESOA database table for the specified school. |
| 7 | GAPS Award Number | Print the value for this field as defined on the Pell ESOA database table for the specified school. |
| 8 | | Print a blank row. |
| 9 | Transaction Date | Print the value for this field as defined on the Pell ESOA database table for the specified school.  Print date in MM/DD/CCYY format. |
| 10 | | Print a blank row. |
| 11 | Previous Pell Grant Obligation | Print the value for this field as defined on the Pell ESOA database table for the specified school.  Reformat dollar amount. |
| 12 | Current Pell Grant Obligation | Print the value for this field as defined on the Pell ESOA database table for the specified school.  Reformat dollar amount. |
| 13 | Adjustment (Increase + or Decrease -) | Print the value for this field as defined on the Pell ESOA database table for the specified school.  Reformat dollar amount.  Calculate Adjusted Obligation Amount as the absolute value of (Previous minus Current).  If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount. |
| 14 | | Print a blank row. |

| ESOA Print Specifications | | Summary Information |
|---|---|---|
| **Row** | **Field Name in EDExpress** | **Printing Instructions** |
| 15 | Previous Pell Grant Payments | Print the value for this field as defined on the Pell ESOA database table for the specified school.  Reformat dollar amount. |
| 16 | Current Pell Grant Payments | Print the value for this field as defined on the Pell ESOA database table for the specified school.  Reformat dollar amount. |
| 17 | Adjustment (Increase + or Decrease -) | Print the value for this field as defined on the Pell ESOA database table for the specified school.  Reformat dollar amount.  Calculate Adjusted Payment Amount as the absolute value of (Previous minus Current).  If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount. |
| 18 | | Print a blank row. |
| 19 | GAPS Drawdowns/Payments | Print the value for this field as defined on the Pell ESOA database table for the specified school.  Reformat dollar amount. |
| 20 | Date of Last Activity in GAPS | Print the value for this field as defined on the Pell ESOA database table for the specified school.  Print date in MM/DD/CCYY format. |
| 21 | | Print a blank row. |
| 22 | YTD Total Unduplicated Recipients | Print the value for this field as defined on the Pell ESOA database table for the specified school.  Insert ','s if number is over 999.  If spaces, leave blank. |
| 23 | YTD Pell Accepted and Posted Disbursement Amount | Print the value for this field as defined on the Pell ESOA database table for the specified school.  Reformat dollar amount. |
| 24 | YTD Administrative Cost Allowance | Print the value for this field as defined on the Pell ESOA database table for the specified school.  Reformat dollar amount. |
| 25 | | Print a blank row. |
| 26 | As of Document ID/Batch ID | Print the value for this field as defined on the Pell ESOA Summary database table for the specified school.  Print format for Document ID is : CCYY-MM-DDTHH:MM:SS:FF99999999 where<br>CCYY-MM-DD  = date document created<br>T = constant<br>HH:mm:ss.ff = time document created<br>99999999 = Entity ID of Reporting School |
| 27 | | Print a blank row. |
| 28 | | Print a blank row. |
| 29 | Payments apply only to "Obligate/Pay" accounts. | Print Section A Notation as stated below:<br>Section A values apply to "Obligate only" accounts |

## Detail Information

If the user selects the option to print ESOA detail information, then print page 2 of the ESOA report using the printing specifications detailed below.  Information for page 2 should print in descending order of the Document ID.

| ESOA Print Specifications | | | Detail Information |
|---|---|---|---|
| **Label** | **Line** | **Field** | **Print Instructions** |
| 1 | N/A | Blank Line | Print a blank line. |
| 2 | N/A | ESOA Detail Document Information | Print the literal section label: 'ESOA DETAIL DOCUMENT INFORMATION'. |
| 3 | N/A | Blank Line | Print a blank line. |
| 4-5 | 1 | Transaction Date | Print the value for this field as defined on the Pell ESOA detail database table for the specified school.  Print date in MM/DD/CCYY format. |
| 4-5 | 2 | Adjust Amount | Print the value for this field as defined on the Pell ESOA detail database table for the specified school.  Reformat dollar amount.  If the DEBITCREDITFLAG on the ESOA Detail table is "P", print a "+" after the amount; if the flag is "N", print a "-" after the amount. |
| 4-5 | 3 | Adjust Process Date | Print the value for this field as defined on the Pell ESOA detail database table for the specified school.  Print date in MM/DD/CCYY format. |
| 5 | 4, Line 1 | Document/Batch #ID | Print the value for this field as defined on the Pell ESOA detail database table for the specified school. |

## Sample ESOA Output Document

The output document should print in Courier 10.  See below for more detail.

*Sample ESOA – Summary Information*

```
Report Date: MM/DD/CCYY    U.S. Department of Education          PAGE:  1
Report Time:  HH:MM:SS 2008-2009 FEDERAL PELL GRANT PROGRAM
                       ELECTRONIC STATEMENT OF ACCOUNT
**************************************************************************

PELL SCHOOL NUMBER                                           001005
COMMON SCHOOL IDENTIFIER                                    12345678
SCHOOL NAME                                    ALABAMA STATE UNIVERSITY
STATE                                                            AL
GRANTEE DUNS NUMBER                                        040672685
GAPS AWARD NUMBER                                P063P   20041031

   Transaction Date                                     MM/DD/CCYY

   Previous Pell Grant Obligation                   $999,999,999.99
   Current Pell Grant Obligation                    $999,999,999.99
   Adjustment (Increase + or Decrease -)            $999,999,999.99+

   Previous Pell Grant Payments                     $999,999,999.99
   Current Pell Grant Payments                      $999,999,999.99
   Adjustment (Increase +)                          $999,999,999.99+

   GAPS Drawdowns/Payments                          $999,999,999.99
   Date of Last Activity in GAPS                        MM/DD/CCYY

   YTD Total Unduplicated Recipients                        999,999
   YTD Pell Accepted and Posted Disbursement Amount $999,999,999.99
   YTD Administrative Cost Allowance                $999,999,999.99

   As of Document ID/Batch ID       2008-12-31T06:12:34.4599999999


Payments apply only to "Obligate/Pay" accounts.
```

*Sample ESOA – Detailed Information*

```
Report Date: MM/DD/CCYY    U.S. Department of Education         PAGE:   2
Report Time:   HH:MM:SS 2008-2009 FEDERAL PELL GRANT PROGRAM
                        ELECTRONIC STATEMENT OF ACCOUNT
**************************************************************************

ESOA DETAIL DOCUMENT INFORMATION

TRANSACTION                       ADJUST
DATE           ADJUST AMOUNT      PROCESS DATE   DOCUMENT/BATCH ID
------------   ----------------   ------------   ------------------------------
MM/DD/CCYY     $999,999,999.99-   MM/DD/CCYY     2008-12-31T06:12:34.4599999999

MM/DD/CCYY     $999,999,999.99+   MM/DD/CCYY     2008-12-31T06:12:34.4699999999

MM/DD/CCYY     $999,999,999.99-   MM/DD/CCYY     2008-12-31T06:12:34.4799999999

MM/DD/CCYY     $999,999,999.99+   MM/DD/CCYY     2008-12-31T06:12:34.4899999999

MM/DD/CCYY     $999,999,999.99-   MM/DD/CCYY     2008-12-31T06:12:34.4999999999

MM/DD/CCYY     $999,999,999.99+   MM/DD/CCYY     2008-12-31T06:12:34.5099999999

MM/DD/CCYY     $999,999,999.99-   MM/DD/CCYY     2008-12-31T06:12:34.5199999999
```

# ACG and National SMART Grant Print Specifications

## *ESOA Print Specifications*

The Electronic Statement of Account (ESOA) details an institution's spending authorization and amount expended to date.

The ESOA report contains:

- Header - see Sample Output Document for correct header information

- Summary Information – see the following ESOA Print (Summary Information) table

- Detail Information – see the ESOA Detail Information table that follows the ESOA Print (Summary Information) table

## Summary Information

This table of print specifications is provided as an example:

| ESOA Print Specifications | | Summary Information |
|---|---|---|
| **Row** | **Field Name in EDExpress** | **Printing Instructions** |
| 1 | | Print a blank row. |
| 2 | Pell School Number | Print the value for this field as defined on the ACG or National SMART Grant ESOA database table for the specified school. |
| 3 | Routing Number | Print the value for this field as defined on the ACG or National SMART Grant ESOA database table for the specified school. |
| 4 | School Name | Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table. |
| 5 | State | Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table. |
| 6 | Grantee Duns Number | Print the value for this field as defined on the ACG or National SMART Grant ESOA database table for the specified school. |
| 7 | GAPS Award Number | Print the value for this field as defined on the ACG or National SMART Grant ESOA database table for the specified school. |
| 8 | | Print a blank row. |
| 9 | Transaction Date | Print the value for this field as defined on the ACG or National SMART Grant ESOA database table for the specified school.  Print date in MM/DD/CCYY format. |
| 10 | | Print a blank row. |
| 11 | Previous ACG or National SMART Grant Obligation | Print the value for this field as defined on the ACG or National SMART Grant ESOA database table for the specified school.  Reformat dollar amount. |
| 12 | Current ACG or National SMART Grant Obligation | Print the value for this field as defined on the ACG or National SMART Grant ESOA database table for the specified school.  Reformat dollar amount. |
| 13 | Adjustment (Increase + or Decrease -) | Print the value for this field as defined on the ACG or National SMART Grant ESOA database table for the specified school.  Reformat dollar amount.  Calculate Adjusted Obligation Amount as the absolute value of (Previous minus Current).  If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount. |
| 14 | | Print a blank row. |

| ESOA Print Specifications | | Summary Information |
|---|---|---|
| **Row** | **Field Name in EDExpress** | **Printing Instructions** |
| 15 | Not used for ACG or National SMART Grant | Print a blank row. |
| 16 | Not used for ACG or National SMART Grant | Print a blank row. |
| 17 | Not used for ACG or National SMART Grant | Print a blank row. |
| 18 | | Print a blank row. |
| 19 | Not used for ACG or National SMART Grant | Print a blank row. |
| 20 | Not used for ACG or National SMART Grant | Print a blank row. |
| 21 | | Print a blank row. |
| 22 | Not used for ACG or National SMART Grant | Print a blank row. |
| 23 | YTD ACG or National SMART Grant Accepted and Posted Disbursement Amount | Print the value for this field as defined on the ACG or National SMART Grant ESOA database table for the specified school.  Reformat dollar amount. |
| 24 | Not used for ACG or National SMART Grant | Print a blank row. |
| 25 | | Print a blank row. |
| 26 | As of Document ID/Batch ID | Print the value for this field as defined on the ACG or National SMART Grant ESOA Summary database table for the specified school.  Print format for Document ID is : CCYY-MM-DDTHH:MM:SS:FF99999999 where<br>CCYY-MM-DD  = date document created<br>T = constant<br>HH:mm:ss.ff = time document created<br>99999999 = Entity ID of Reporting School |
| 27 | | Print a blank row. |
| 28 | | Print a blank row. |
| 29 | Not used for ACG or National SMART Grant | Print a blank row. |

## Detail Information

If the user selects the option to print ESOA detail information, then print page 2 of the ESOA report using the printing specifications detailed below. Information for page 2 should print in descending order of the Document ID.

| ESOA Print Specifications | | | Detail Information |
|---|---|---|---|
| **Label** | **Line** | **Field** | **Print Instructions** |
| 1 | N/A | Blank Line | Print a blank line. |
| 2 | N/A | ESOA Detail Document Information | Print the literal section label: 'ESOA DETAIL DOCUMENT INFORMATION'. |
| 3 | N/A | Blank Line | Print a blank line. |
| 4-5 | 1 | Transaction Date | Print the value for this field as defined on the ACG or National SMART Grant ESOA detail database table for the specified school. Print date in MM/DD/CCYY format. |
| 4-5 | 2 | Adjust Amount | Print the value for this field as defined on the ACG or National SMART Grant ESOA detail database table for the specified school. Reformat dollar amount. If the DEBITCREDITFLAG on the ESOA Detail table is "P", print a "+" after the amount; if the flag is "N", print a "-" after the amount. |
| 4-5 | 3 | Adjust Process Date | Print the value for this field as defined on the ACG or National SMART Grant ESOA detail database table for the specified school. Print date in MM/DD/CCYY format. |
| 5 | 4, Line 1 | Document/Batch #ID | Print a blank line.<br><br>**Note**: After December 16, 2006 print the value for this field as defined on the ACG or National SMART Grant ESOA detail database table for the specified school. |

# Direct Loan Forms

## *Creating Master Promissory Note Paper Manifests*

All promissory notes must be mailed and accepted by COD before the loans are booked.  The hard copy promissory notes must be accompanies by a paper manifest that lists the borrower's name and MPN ID for each promissory note in the shipment.  Also, the paper manifest provides a certification to be signed by an official at the school.  A sample Direct Subsidized/Unsubsidized Loan MPN Paper Manifest, a sample Grad PLUS Loan MPN Paper Manifest, and a sample Direct PLUS Loan MPN Paper Manifest are provided below.

### Business Rules

1. Subsidized/Unsubsidized MPNs, Grad PLUS MPNs and PLUS MPNs must be batched separately and a separate paper manifest created for each batch.

2. Additionally, separate batches and manifests must be created for each DL school code.

3. Each batch may contain up to 100 notes.

4. After processing, the manifest is returned to the school address on the promissory note unless the school indicates another address on the manifest.

5. The Report Date (in `MM/DD/YYYY` format) and the Report Time (in `HH:MM:SS` format) indicate when the manifest was produced.

6. A page number starting with 1, incremented by 1 for each subsequent page printed, is included on each page of the manifest.

7. Records are printed in the last name alphabetical order, or numerical borrower ID order.  The borrower's name is printed in last name, first name, and middle initial order.  The Loan ID associated with borrower's name is printed.

8. The number of notes for shipping indicates the number of promissory notes covered by the paper manifest.  It is only printed on the final page of the paper manifest.

9. The certification statement, DL school code, school name, signature block, and Financial Aid Administrator (FAA) name are only printed on the last page.

## Sample Subsidized/Unsubsidized MPN Paper Manifest

```
Report Date: MM/DD/YYYY         U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  HH:MM:SS          Federal Direct Loan Program
                                     Sub/Unsub Manifest
                                      (ALL RECORDS)                       Sort: SSN
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
**************************************************************************************


PROMISSORY NOTE SHIPPING DOCUMENT ID:  YYYY-MM-DDTHH:MM:SS.FF00100200


BORROWER'S NAME                      MPN ID
STUDENT'S CURRENT SSN
-------------------------------      ---------------------

X'XXXXX, XXXXX X.                    999999999M99G99999999
999-99-9999

XXXXXXXXXXXX, XXXXX                  999999999M99G99999999
111-11-1111



NUMBER OF NOTES FOR SHIPPING: _____

I hereby certify that each borrower named on the enclosed notes/disclosures is accepted for
enrollment on at least a half-time basis and is making satisfactory progress in a program
that is eligible for the loan type(s) awarded.  I certify that each student is an eligible
borrower in accordance with the Act.  I further certify that each borrower's eligibility
for a Pell Grant has been determined, that each borrower is not incarcerated, and that each
borrower has been determined eligible for loan(s) in the amount(s) certified.  I further
certify that the disbursement schedules comply with the requirements of the Act and hereby
authorize the Department of Education to adjust disbursement dates if necessary to ensure
compliance with the Act.  I further certify that, based on records available and due
inquiry, each borrower has met the requirements of the Selective Service Act, that each
borrower is not liable for an overpayment of any Federal grant made under the Act, and that
the information provided in the Borrower and the School sections of the promissory
notes/disclosures (including information supplied in electronic format) is true, complete
and accurate to the best of my knowledge and belief.

SCHOOL CODE:  G99999  NAME:    XXXXXXXXXXXXXXXXXXXXXXXXXX

SIGNATURE: _____

FAA NAME:   XXXXXXXXXXXXXXXXXXXXX
```

## Sample PLUS MPN Paper Manifest

```
Report Date: MM/DD/YYYY         U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   HH:MM:SS         Federal Direct Loan Program
                                       PLUS Manifest
                                     (ALL RECORDS)                         Sort: SSN
       THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
***************************************************************************************


PROMISSORY NOTE SHIPPING DOCUMENT ID:  YYYY-MM-DDTHH:MM:SS.FF99999999


BORROWER'S NAME                      MPN ID
STUDENT'S NAME
STUDENT'S CURRENT SSN
------------------------------       ---------------------


XXXXXXXXXX, XXXX                     999999999N99G99999999
XXXXXXXX, XXXXX X.
999-99-9999


XXXXXXXX, XXXXXX                     999999999N99G99999999
XXXXXXXX, XXXXXXXX
999-99-9998




NUMBER OF NOTES FOR SHIPPING: _____

I hereby certify that each student named on the enclosed applications/promissory notes is
accepted for enrollment on at least a half-time basis and is making satisfactory progress
in a program that is eligible for the loan type certified. I certify that each borrower is
an eligible borrower in accordance with the Act and has been determined eligible for a loan
in the amount certified.  I further certify that the disbursement schedules comply with the
requirements of the Act and hereby authorize the Department of Education to adjust
disbursement dates if necessary to ensure compliance with the Act.  I further certify that,
based on records available and due inquiry, each student has met the requirements of the
Selective Service Act, that each student is not liable for an overpayment of any Federal
grant made under the Act, and that the information provided in the Borrower, Student and
School sections of the applications/promissory notes (including information supplied in
electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE:  G99999  NAME:   EDUCATION ACADEMY

SIGNATURE: _____

FAA NAME:  AUTHORIZED LOAN OFFICIAL
```

## Sample Grad PLUS MPN Paper Manifest

```
Report Date: 04/25/2009        U.S. DEPARTMENT OF EDUCATION               PAGE:  1
Report Time:   09:30:30   Federal Direct Loan Program - 2008-2009
                           Graduate/Professional PLUS Manifest
                                                                          Sort: SSN
         THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
***************************************************************************************

MPN MANIFEST SHIPPING DOCUMENT ID:  2009-04-25T09:30:30.4220755745


BORROWER'S NAME                     MPN ID
BORROWER'S CURRENT SSN
-----------------------------       ---------------------


XXXXXX, XXXXX                       313131313N09G30107001
313-13-1313



NUMBER OF MPNs FOR SHIPPING: _____

I hereby certify that each borrower named on the enclosed MPN/disclosures is accepted for
enrollment on at least a half-time basis and is making satisfactory progress in a program
that is eligible for the loan type awarded.  I certify that each student is an eligible
borrower in accordance with the Act.  I further certify that each borrower's eligibility
for the maximum annual Direct Subsidized and/or Unsubsidized loan amount has been
determined, that each borrower is not incarcerated, and that each borrower has been
determined eligible for loan(s) in the amount(s) certified.  I further certify that the
disbursement schedules comply with the requirements of the Act and hereby authorize the
Department of Education to adjust disbursement dates if necessary to ensure compliance with
the Act.  I further certify that, based on records available and due inquiry, each borrower
has met the requirements of the Selective Service Act, that each borrower is not liable for
an overpayment of any Federal grant made under the Act, and that the information provided
in the Borrower and the School sections of the MPNs/disclosures (including information
supplied in electronic format) is true, complete and accurate to the best of my knowledge
and belief.

DL CODE:  G30107  NAME:   EDUCATION ACADEMY

SIGNATURE: _____

FAA NAME:  AUTHORIZED LOAN OFFICIAL
```

## *Revised Direct Subsidized/Unsubsidized Loan Plain Language Disclosure (PLD)*

A sample Direct Subsidized/Unsubsidized Loan Plain Language Disclosure revised as a result of the Higher Education Reconciliation Act (HERA) of 2005 is included below:

**Direct Loans**
William D. Ford Federal Direct Loan Program

# William D. Ford Federal Direct Loan Program Direct Subsidized Loan and Direct Unsubsidized Loan Plain Language Disclosure

**1. General information.** You are receiving a student loan to help cover the costs of your education. This Plain Language Disclosure (Disclosure) summarizes information about your loan. Please read this Disclosure carefully and keep a copy in a safe place. In this Disclosure, the words "we," "us," and "our" refer to the U.S. Department of Education. If you have questions about your loan, contact our Direct Loan Servicing Center. The Direct Loan Servicing Center's telephone number and address are shown on correspondence you will receive related to your loan.

You must repay this loan, even if you are unhappy with your education, do not complete it, or cannot find work in your area of study. Borrow only the amount you can afford to repay, even if you are eligible to borrow more.

By accepting your loan proceeds, you are certifying, under penalty of perjury, that if you have been convicted of, or have pled *nolo contendere* or guilty to, a crime involving fraud in obtaining federal student aid funds under Title IV of the Higher Education Act of 1965, as amended, you have completed the repayment of those funds to the U.S. Department of Education, or to the loan holder in the case of a Title IV federal student loan.

**2. Master Promissory Note (MPN).** You are receiving a loan under an MPN that you signed previously. You may receive additional loans under that MPN for up to 10 years if you continue to attend school and if your school is authorized to use the multi-year feature of the MPN and chooses to do so. If your school is not authorized to use the multi-year feature of the MPN or chooses not to do so, or if you do not want to receive more than one loan under the same MPN, you must sign a new MPN for each loan. If you do not want to receive more than one loan under the same MPN, you must notify your school or the Direct Loan Servicing Center in writing.

**3. Loan terms and conditions.** This Disclosure summarizes information about your loan. Please refer to your MPN and the Borrower's Rights and Responsibilities Statement that you received previously for the complete terms and conditions of your loan. If you need another copy of the Borrower's Rights and Responsibilities Statement, contact the Direct Loan Servicing Center. Unless we tell you otherwise in this Disclosure, your MPN and the Borrower's Rights and Responsibilities Statement control the terms and conditions of your loan. Loans made under your MPN are subject to the Higher Education Act of 1965, as amended, and federal regulations. Any changes to the law or regulations apply to loans in accordance with the effective date of the changes.

**4. Use of loan money.** You may use your loan money only to pay for educational expenses (for example, tuition, room, board, books) at the school that determined you were eligible to receive the loan.

**5. Information you must report.** While you are still in school, you must notify your school if you (i) change your local address, permanent address, or telephone number; (ii) change your name (for example, maiden name to married name); (iii) do not enroll at least half-time for the enrollment period certified by the school; (iv) do not enroll at the school that determined you were eligible to receive the loan; (v) stop attending school or drop below half-time enrollment; (vi) transfer from one school to another school; or (vii) graduate.

You must also notify the Direct Loan Servicing Center of any of the above changes at any time after you receive your loan. In addition, you must notify the Direct Loan Servicing Center if you (i) change employers or if your employer's address or phone number changes; or (ii) have any other change in status that affects your loan (for example, if you received a deferment but no longer meet the eligibility requirements for that deferment).

**6. Amount you may borrow.** There are limits on the amount you may borrow each academic year (annual loan limits) and in total (aggregate loan limits), as explained in the Borrower's Rights and Responsibilities Statement. You cannot borrow more than these limits.

**7. Interest.** Loans with a first disbursement date on or after July 1, 2006 have a fixed interest rate of 6.8%. Loans with a first disbursement date prior to July 1, 2006 have a variable rate that is adjusted each year on July 1 but will never be more than 8.25%. We will notify you annually of the actual interest rate for each loan that you receive.

We do not charge interest on Direct Subsidized Loans while you are enrolled in school at least half time, during your grace period, and during deferment periods. We charge interest on Direct Subsidized Loans during all other periods (starting on the day after your grace period ends), including forbearance periods. We charge interest on Direct Unsubsidized Loans during all periods (starting on the day your loan is paid out). This includes periods while you are enrolled in school, during your grace period, and during deferment and forbearance periods. Therefore, you will pay more interest on Direct Unsubsidized Loans than on Direct Subsidized Loans.

If you do not pay the interest that is charged to you during in-school, grace, deferment, and forbearance periods, we will add it to the unpaid amount of your loan. This is called capitalization. Capitalization increases the unpaid amount of your loan, and we will then charge interest on the increased amount.

**8. Loan fee.** We charge a loan fee on your loan of up to 3% of the principal amount of the loan. This fee will be subtracted proportionately from each disbursement of your loan.

**9. Repayment incentive programs.** A repayment incentive is a benefit that we offer to encourage you to repay your loan on time. Under a repayment incentive program, the interest rate we charge on your loan may be reduced. Some repayment incentive programs require you to make a certain number of payments on time to keep the reduced interest rate. There are two repayment incentive programs that may be available to you (*Interest Rate Reduction for Electronic Debit Account Repayment* and *Up-Front Interest Rebate*). These repayment incentive programs are described in the Borrower's Rights and Responsibilities Statement. The Direct Loan Servicing Center can provide you with more information on other repayment incentive programs that may be available.

**10. Disbursement of loan money.** Generally, your school will disburse (pay out) your loan money in more than one installment, usually at the beginning of each academic term (for example, at the beginning of each semester or quarter). If your school does not use terms, it will generally disburse your loan in at least two installments, one at the beginning of the period of study for which

you are receiving the loan and one at the midpoint of that period of study. Your school may disburse your loan money by crediting it to your student account, or may give it to you directly by check or other means. The Direct Loan Servicing Center will notify you each time your school disburses a portion of your loan.

**11. Canceling your loan.** Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying your school. After your loan money is disbursed, there are two ways to cancel all or part of your loan:

- Within 14 days after the date your school notifies you that it has credited loan money to your account at the school, or by the first day of your school's payment period, whichever is later (your school can tell you the first day of the payment period), you may tell your school that you want to cancel all or part of the loan money that was credited to your account. Your school will return the cancelled loan amount to us. You do not have to pay interest or the loan fee on the part of your loan that you tell your school to cancel within these timeframes. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you tell your school to cancel. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that was cancelled. If you ask your school to cancel all or part of your loan outside the timeframes described above, your school may process your cancellation request, but it is not required to do so.

- Within 120 days of the date your school disbursed your loan money (by crediting the loan money to your account at the school, by paying it directly to you, or both), you may return all or part of your loan to us. Contact the Direct Loan Servicing Center for guidance on how and where to return your loan money. You do not have to pay interest or the loan fee on the part of your loan that you return within 120 days of the date that part of your loan is disbursed. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you return. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that you return.

**12. Grace period.** You will receive a 6-month grace period on repayment that starts the day after you stop attending school or drop below half-time enrollment. You do not have to begin making payments on your loan until after your grace period ends.

**13. Repaying your loan.** You must repay each loan that you receive according to the repayment schedule provided by the Direct Loan Servicing Center. You must begin repaying your loan after your grace period ends. The amount of time you have to repay your loan (the repayment period) will vary from 10 to 25 years, depending on the repayment plan that you choose and the total amount you have borrowed. For Direct Subsidized Loans and Direct Unsubsidized Loans that enter repayment on or after July 1, 2006, you may choose one of the following repayment plans:

**Standard Repayment Plan.** Refer to the Borrower's Rights and Responsibilities Statement for the terms and conditions of this plan.

**Graduated Repayment Plan.** If you choose this plan, your payments will usually be lower at first, and will then increase over time. No single payment will be more than 3 times greater than any other payment. Under this plan, you must repay your loan in full within 10 years (not including periods of deferment and forbearance) from the date the loan entered repayment. If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

**Extended Repayment Plan.** You may choose this plan only if (1) you had no outstanding balance on a Direct Loan Program loan as of October 7, 1998 or on the date you obtained a Direct Loan Program loan on or after October 7, 1998, and (2) you have an outstanding balance on Direct Loan Program loans that exceeds $30,000. If you are eligible for and choose this plan, you will make monthly payments based on fixed annual or graduated

repayment amounts and will repay your loan in full over a period not to exceed 25 years (not including periods of deferment and forbearance) from the date your loan entered repayment. The maximum period of time you have to repay your loans will vary depending on the amount of your outstanding loan debt. Your payments must be at least $50 per month and will be more, if necessary, to repay the loan within the required time period. If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

**Income Contingent Repayment Plan.** Refer to the Borrower's Rights and Responsibilities Statement for the terms and conditions of this plan.

These plans are designed to give you flexibility in meeting your obligation to repay your loan. You may change repayment plans at any time after you have begun repaying your loan. You may make loan payments before they are due, or pay more than the amount due each month, without penalty. When you have repaid a loan in full, the Direct Loan Servicing Center will send you a notice telling you that you have paid off your loan. You should keep this notice in a safe place.

**14. Late charges and collection costs.** We may require you to pay a late charge of not more than six cents for each dollar of each late payment if you do not make any part of a payment within 30 days after it is due. We may also require you to pay other charges and fees involved in collecting your loan.

**15. Demand for immediate repayment.** The entire unpaid amount of your loan becomes due and payable (on your MPN this is called "acceleration") if you (i) receive loan money but do not enroll at least half-time at the school that determined you were eligible to receive the loan; (ii) use your loan money to pay for anything other than educational expenses at the school that determined you were eligible to receive the loan; (iii) make a false statement that causes you to receive a loan that you are not eligible to receive; or (iv) default on your loan.

**16. Default.** You are in default on your loan if you (i) do not repay the entire unpaid amount of your loan if we require you to do so; (ii) have not made a payment on your loan for at least 270 days; or (iii) do not comply with other terms and conditions of your loan, and we conclude that you no longer intend to honor your obligation to repay your loan.

If you default on your loan, we will report your default to national credit bureaus. We may sue you, take all or part of your federal tax refund, and/or garnish your wages so that your employer is required to send us part of your salary to pay off your loan. We will require you to pay reasonable collection fees and costs, plus court costs and attorney fees. You will lose eligibility for other federal student aid and assistance under most federal benefit programs. You will lose eligibility for loan deferments.

**17. Credit bureau notification.** We will report information about your loan to one or more national credit bureaus. This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or delinquent in making payments).

**18. Deferment and forbearance (postponing payments).** If you meet certain requirements, you may receive a **deferment** that allows you to temporarily stop making payments on your loan. For example, you may receive a deferment while you are attending school at least half time or for up to 3 years while you are unemployed. For a complete list of deferments, refer to the Borrower's Rights and Responsibilities Statement that you received previously. Effective July 1, 2006, for loans with a first disbursement made on or after July 1, 2001, an additional deferment is available for a period of up to three years during which a borrower is serving on active duty during a war or other military operation or national emergency, or performing qualifying National Guard duty during a war or other military operation or national emergency. We do not charge interest on Direct Subsidized Loans during deferment periods. However, we do charge interest on Direct Unsubsidized Loans during deferment periods.

If you cannot make your scheduled loan payments but do not qualify for a deferment, we may give you a **forbearance**. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. For example, we may give you a forbearance if you are temporarily unable to make scheduled loan payments because of financial hardship or illness. We may also give you a forbearance under other conditions as described in the Borrower's Rights and Responsibilities Statement. We charge interest on both Direct Subsidized Loans and Direct Unsubsidized Loans during forbearance periods.

To request a deferment or forbearance, contact the Direct Loan Servicing Center.

**19. Loan discharge.** We may discharge (forgive) all or part of your loan if (i) you die, and we receive an original or certified copy of your death certificate; (ii) you are totally and permanently disabled, and you meet certain other requirements during a 3-year conditional discharge period; (iii) your loan is discharged in bankruptcy; (iv) you were unable to complete your course of study because your school closed; (v) your school falsely certified your eligibility; (vi) your school did not pay a refund of your loan money that it was required to pay under federal regulations; or, effective July 1, 2006, (vii) a loan in your name was falsely certified as a result of a crime of identity theft.

We may forgive a portion of any loans you received under the Direct Loan or Federal Family Education Loan (FFEL) program after October 1, 1998 if you teach full-time for 5 consecutive years in certain low-income elementary and/or secondary schools and meet certain other qualifications, and if you did not owe a Direct Loan or FFEL program loan as of October 1, 1998, or as of the date you obtain a loan after October 1, 1998. Contact the Direct Loan Servicing Center for specific eligibility requirements.

In some cases, you may assert, as a defense against collection of your loan, that your school did something wrong or failed to do something that it should have done. You can make such a defense against repayment only if what your school did or did not do would give rise to a legal cause of action under applicable state law. If you believe that you have a defense against repayment of your loan, contact the Direct Loan Servicing Center.

**20. Loan consolidation.** You may consolidate (combine) one or more of your eligible federal education loans into one loan. Consolidation allows you to extend the period of time that you have to repay your loans, and to combine several loan debts into a single monthly payment. This may make it easier for you to repay your loans. However, you will pay more interest if you extend your repayment period through consolidation, since you will be making payments for a longer period of time. Contact the Direct Loan Servicing Center for more information about loan consolidation.

## *Revised Direct PLUS Loan Plain Language Disclosure (PLD)*

A sample Direct PLUS Loan Plain Language Disclosure revised as a result of the Higher Education Reconciliation Act (HERA) of 2005 is included below:

# Direct Loans

William D. Ford Federal Direct Loan Program

# William D. Ford Federal Direct Loan Program
# Direct PLUS Loan
# Plain Language Disclosure

A graduate or professional student or the parent of a dependent undergraduate student may borrow a Federal Direct PLUS Loan (Direct PLUS Loan). In this document, "you" refers to the borrower.

**1. General information.** You are receiving a Direct PLUS Loan to help pay the costs of your education or your dependent student's education. This Plain Language Disclosure (Disclosure) summarizes important information about your loan. Please read this Disclosure carefully and keep a copy in a safe place. In this Disclosure, the words "we," "us," and "our" refer to the U.S. Department of Education. If you have questions about your loan, contact our Direct Loan Servicing Center. The Direct Loan Servicing Center's telephone number and address are shown on correspondence you will receive related to your loan.

You must repay this loan, even if you or your dependent undergraduate student are unhappy with the education provided by the school, do not complete the program of study, or cannot find work in that area of study. Borrow only the amount you can afford to repay, even if you are eligible to borrow more.

By accepting your loan proceeds, you are certifying, under penalty of perjury, that if you or your dependent undergraduate student, as applicable, have been convicted of, or have pled nolo contendere or guilty to, a crime involving fraud in obtaining federal student aid funds under Title IV of the Higher Education Act of 1965, as amended, you or the student have completed the repayment of those funds to the U.S. Department of Education, or to the loan holder in the case of a Title IV federal student loan.

**2. Direct PLUS Loan Application and Master Promissory Note (MPN).** You are receiving a loan under an MPN that you signed previously. You may receive additional loans under that MPN for up to 10 years if the school that you or your dependent student attend is authorized to use the multi-year feature of the MPN and chooses to do so. If the school is not authorized to use the multi-year feature of the MPN or chooses not to do so, or if you do not want to receive more than one loan under the same MPN, you must sign a new MPN for each loan. If you do not want to receive more than one loan under the same MPN, you must notify the school or the Direct Loan Servicing Center in writing.

If you are a parent borrowing for more than one dependent undergraduate student, you need a separate MPN for each student. If you are borrowing for yourself as a graduate or professional student and also as a parent for one or more dependent undergraduate students, you need one MPN to borrow for yourself and a separate MPN to borrow for each dependent student.

**3. Loan terms and conditions.** This Disclosure summarizes information about your loan. Please refer to your MPN and the Borrower's Rights and Responsibilities Statement that you received previously for the complete terms and conditions of your loan. If you need another copy of the Borrower's Rights and Responsibilities Statement, contact the Direct Loan Servicing Center. Unless we tell you otherwise in this Disclosure, your MPN and the Borrower's Rights and Responsibilities Statement control the terms and conditions of your loan. Loans made under your MPN are subject to the Higher Education Act of 1965, as amended, and federal regulations. Any changes to the law or

regulations apply to loans in accordance with the effective date of the changes.

**4. Use of loan money.** You may use your loan money only to pay educational expenses (for example, tuition, room, board, books) for yourself (if you are a graduate or professional student) or for your dependent undergraduate student (if you are a parent borrower) at the school that determined you were eligible to receive the loan. If you accept this loan, eligibility for other student assistance may be affected.

**5. Information you must report.** While you or your dependent student are still in school, you must notify the school if (i) you change your address or telephone number; (ii) you change your name (for example, maiden name to married name); (iii) you or your dependent student do not enroll at least half-time for the loan period certified by the school, or do not enroll at the school that certified your eligibility for the loan; (iv) you or your dependent student stop attending school or drop below half-time enrollment; or (v) you or your dependent student graduate or transfer to another school.

You must also notify the Direct Loan Servicing Center of any of the above changes at any time after you receive your loan. In addition, you must notify the Direct Loan Servicing Center if you (i) change employers, or if your employer's address or phone number changes; or (ii) have any other change in status that affects your loan (for example, if you received a deferment but no longer meet the eligibility requirements for that deferment).

**6. Amount you may borrow.** For each academic year, you may borrow up to – but not more than – the estimated cost of attendance minus the amount of any other financial aid awarded for that academic year. The school determines the cost of attendance using federal guidelines.

**7. Interest.** Loans with a first disbursement on or after July 1, 2006 have a fixed interest rate of 7.9%. Loans with a first disbursement prior to July 1, 2006 have a variable interest rate that is adjusted each year on July 1 but will never be more than 9%. For loans with a variable interest rate, we will notify you annually of the interest rate formula and the actual interest rate.

We charge interest on your Direct PLUS Loan from the date the loan is first disbursed until it is repaid in full, including during periods of deferment or forbearance. If you do not pay the interest as it is charged during deferment or forbearance, we will add it to the unpaid amount of your loan. This is called capitalization. Capitalization increases the unpaid amount of your loan, and we will then charge interest on the increased amount.

**8. Loan fee.** We charge a loan fee of 4% of the principal amount of the loan. This fee will be subtracted proportionately from each disbursement of your loan, and will be shown on a disclosure statement that we send to you.

**9. Repayment incentive programs.** A repayment incentive is a benefit that we offer to encourage you to repay your loan on time. Under a repayment incentive program, the interest rate we charge on your loan may be reduced. Some repayment incentive programs require you to make a certain number of payments on time to keep the reduced interest rate. The following repayment incentive programs may be available to you: *Interest Rate Reduction for Electronic Debit Account Repayment* and *Up-Front Interest Rebate*. These repayment incentive programs are described in the Borrower's Rights and Responsibilities

Statement. The Direct Loan Servicing Center can provide you with more information on other repayment incentive programs that may be available.

**10. Disbursement of loan money.** Generally, the school will disburse (pay out) your loan money in more than one installment, usually at the beginning of each academic term (for example, at the beginning of each semester or quarter). If the school does not use academic terms, it will generally disburse your loan in at least two installments, one at the beginning of the period of study for which the loan is intended, and one at the midpoint of that period of study. The school may disburse some or all of your loan money by crediting it to your or your dependent student's account at the school, or may give it to you directly by check or other means. The Direct Loan Servicing Center will notify you each time the school disburses a portion of your loan.

**11. Canceling your loan.** Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying the school. After your loan money is disbursed, there are two ways to cancel all or part of your loan:

- Within 14 days after the date the school notifies you that it has credited loan money to your or your dependent student's account at the school, or by the first day of the school's payment period, whichever is later (the school can tell you the first day of the payment period), you may tell the school that you want to cancel all or part of the loan money that was credited. The school will return the cancelled loan amount to us. You do not have to pay interest or the loan fee on the part of your loan that you tell the school to cancel within this timeframe. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you tell the school to cancel. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that was cancelled.

  If you ask the school to cancel all or part of your loan outside the timeframe described above, the school may process your cancellation request, but it is not required to do so.Within 120 days of the date the school disbursed your loan money (by crediting the loan money to your or your dependent student's account at the school, by paying it directly to you, or both), you may return all or part of your loan to us. Contact the Direct Loan Servicing Center for guidance on how and where to return your loan money. You do not have to pay interest or the loan fee on the part of your loan that you return within 120 days of the date that part of your loan is disbursed. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you return. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that you return.

**12. Repaying your loan.** The repayment period for each Direct PLUS Loan you receive under the MPN begins on the date of the final disbursement of that loan. This means that the repayment period for each loan will begin on a different date. Your first payment on each loan will be due within 60 days of the final disbursement of that loan. (If you are a graduate or professional student, you may defer making payments while you are attending school at least half time.) The amount of time you have to repay your loan will vary from 10 to 25 years, depending on the repayment plan that you choose and the total amount you have borrowed. For Direct PLUS Loans that enter repayment on or after July 1, 2006, you may choose one of the following repayment plans:

**Standard Repayment Plan.** Refer to the Borrower's Rights and Responsibilities Statement for the terms and conditions of this plan.

**Graduated Repayment Plan.** If you choose this plan, your payments will usually be lower at first, and will then increase over time. No single payment will be more than 3 times greater than any other payment. Under this plan, you must repay your loan in full within 10 years (not including periods of deferment and forbearance) from the date the loan entered repayment. If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

**Extended Repayment Plan.** You may choose this plan only if (1) you had no outstanding balance on a Direct Loan Program loan as of October 7, 1998 or on the date you obtained a Direct Loan Program loan on or after October 7, 1998, and (2) you have an outstanding balance on Direct Loan Program loans that exceeds $30,000. If you are eligible for and choose this plan, you will make monthly payments based on fixed annual or graduated repayment amounts and will repay your loan in full over a period not to exceed 25 years (not including periods of deferment and forbearance) from the date your loan entered repayment. The maximum period of time you have to repay your loans will vary depending on the amount of your outstanding loan debt. Your payments must be at least $50 per month and will be more, if necessary, to repay the loan within the required time period. If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

These plans are designed to give you flexibility in meeting your obligation to repay your loan. You may change repayment plans at any time after you have begun repaying your loan. You may make loan payments before they are due, or pay more than the amount due each month, without penalty. When you have fully repaid a loan, the Direct Loan Servicing Center will send you a notice telling you that you have paid off your loan. You should keep this notice in a safe place.

**13. Late charges and collection costs.** We may require you to pay a late charge of not more than six cents for each dollar of each late payment if you do not make any part of a payment within 30 days after it is due. We may also require you to pay other charges and fees involved in collecting your loan.

**14. Demand for immediate repayment.** The entire unpaid amount of your loan becomes due and payable (on your MPN this is called "acceleration") if you (i) receive loan money, but you or your dependent student do not enroll at least half-time at the school that certified your eligibility for the loan; (ii) use your loan money to pay for anything other than expenses related to the cost of education at the school that certified your eligibility for the loan; (iii) make a false statement that causes you to receive a loan that you are not eligible to receive; or (iv) default on your loan.

**15. Default.** You are in default on your loan if you (i) do not repay the entire unpaid amount of your loan if we require you to do so; (ii) have not made a payment on your loan for at least 270 days; or (iii) do not comply with other terms and conditions of your loan, and we conclude that you no longer intend to honor your obligation to repay your loan.

If you default on your loan, we will report that fact to national credit bureaus. We may sue you, take all or part of your federal tax refund or other federal payments, and/or garnish your wages so that your employer is required to send us part of your salary to pay off your loan. We will require you to pay reasonable collection fees and costs, plus court costs and attorney fees. You will lose eligibility for other federal student aid and assistance under most federal benefit programs. You will lose eligibility for loan deferments.

**16. Credit bureau notification.** We will report information about your loan to one or more national credit bureaus. This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or delinquent in making payments).

**17. Deferment and forbearance (postponing payments).**

If you meet certain requirements, you may receive a **deferment** that allows you to temporarily stop making payments on your loan. For example, you may receive a deferment for up to 3 years while you are unemployed. For a complete list of deferments, refer to the Borrower's Rights and Responsibilities Statement that you received previously. Effective July 1, 2006, for loans with a first disbursement made on or after July 1, 2001, an additional deferment is available for a period of up to three years during which a borrower is serving on active duty during a war or other military operation or national emergency, or performing qualifying National Guard duty during a war or other military operation or national emergency. You are responsible for paying the interest on a Direct PLUS Loan during a period of deferment.

If you cannot make your scheduled loan payments but do not qualify for a deferment, we may give you a **forbearance**. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. For example, we may give you a forbearance if you are temporarily unable to make scheduled loan payments because of financial hardship or illness. We may also give you a forbearance under other conditions as described in the Borrower's Rights and Responsibilities Statement that you received previously. You are responsible for paying the interest on a Direct PLUS Loan during a period of forbearance.

To request a deferment or forbearance, contact the Direct Loan Servicing Center.

**18. Loan discharge.** We may discharge (forgive) all or part of your loan if (i) you die, or the dependent student for whom you borrowed dies, and we receive an original or certified copy of a death certificate for you or the student; (ii) you are totally and permanently disabled, and you meet certain other requirements during a 3-year conditional discharge period; (iii) your loan is discharged in bankruptcy; (iv) you or the dependent student for whom you obtained the loan were unable to complete the program of study because the school closed; (v) the school falsely certified your loan eligibility; (vi) the school did not pay a refund of your loan money that it was required to pay under federal regulations; or, effective July 1, 2006, (vii) a loan in your name was falsely certified as a result of a crime of identity theft. To request a loan discharge, contact the Direct Loan Servicing Center.

In some cases, you may assert, as a defense against collection of your loan, that your school did something wrong or failed to do something that it should have done. You can make such a defense against repayment only if what your school did or did not do would give rise to a legal cause of action under applicable state law. If you believe that you have a defense against repayment of your loan, contact the Direct Loan Servicing Center.

**19. Loan consolidation.** You may consolidate (combine) one or more of your eligible federal education loans into one loan. Consolidation allows you to extend the period of time that you have to repay your loans, and to combine several loan debts into a single monthly payment. This may make it easier for you to repay your loans. However, you will pay more interest if you extend your repayment period through consolidation, since you will be making payments for a longer period of time. Contact the Direct Loan Servicing Center for more information about loan consolidation.

## Revised Direct Grad PLUS Loan Plain Language Disclosure (PLD)

A sample Direct Grad PLUS Loan Plain Language Disclosure revised as a result of the Higher Education Reconciliation Act (HERA) of 2005 is included below:

### William D. Ford Federal Direct Loan Program
### Direct PLUS Loan
### Plain Language Disclosure

A graduate or professional student or the parent of a dependent undergraduate student may borrow a Federal Direct PLUS Loan (Direct PLUS Loan). In this document, "you" refers to the borrower.

**1. General information.** You are receiving a Direct PLUS Loan to help pay the costs of your education or your dependent student's education. This Plain Language Disclosure (Disclosure) summarizes important information about your loan. Please read this Disclosure carefully and keep a copy in a safe place. In this Disclosure, the words "we," "us," and "our" refer to the U.S. Department of Education. If you have questions about your loan, contact our Direct Loan Servicing Center. The Direct Loan Servicing Center's telephone number and address are shown on correspondence you will receive related to your loan.

You must repay this loan, even if you or your dependent undergraduate student are unhappy with the education provided by the school, do not complete the program of study, or cannot find work in that area of study. Borrow only the amount you can afford to repay, even if you are eligible to borrow more.

By accepting your loan proceeds, you are certifying, under penalty of perjury, that if you or your dependent undergraduate student, as applicable, have been convicted of, or have pled nolo contendere or guilty to, a crime involving fraud in obtaining federal student aid funds under Title IV of the Higher Education Act of 1965, as amended, you or the student have completed the repayment of those funds to the U.S. Department of Education, or to the loan holder in the case of a Title IV federal student loan.

**2. Direct PLUS Loan Application and Master Promissory Note (MPN).** You are receiving a loan under an MPN that you signed previously. You may receive additional loans under that MPN for up to 10 years if the school that you or your dependent student attend is authorized to use the multi-year feature of the MPN and chooses to do so. If the school is not authorized to use the multi-year feature of the MPN or chooses not to do so, or if you do not want to receive more than one loan under the same MPN, you must sign a new MPN for each loan. If you do not want to receive more than one loan under the same MPN, you must notify the school or the Direct Loan Servicing Center in writing.

If you are a parent borrowing for more than one dependent undergraduate student, you need a separate MPN for each student. If you are borrowing for yourself as a graduate or professional student and also as a parent for one or more dependent undergraduate students, you need one MPN to borrow for yourself and a separate MPN to borrow for each dependent student.

**3. Loan terms and conditions.** This Disclosure summarizes information about your loan. Please refer to your MPN and the Borrower's Rights and Responsibilities Statement that you received previously for the complete terms and conditions of your loan. If you need another copy of the Borrower's Rights and Responsibilities Statement, contact the Direct Loan Servicing Center. Unless we tell you otherwise in this Disclosure, your MPN and the Borrower's Rights and Responsibilities Statement control the terms and conditions of your loan. Loans made under your MPN are subject to the Higher Education Act of 1965, as amended, and federal regulations. Any changes to the law or

regulations apply to loans in accordance with the effective date of the changes.

**4. Use of loan money.** You may use your loan money only to pay educational expenses (for example, tuition, room, board, books) for yourself (if you are a graduate or professional student) or for your dependent undergraduate student (if you are a parent borrower) at the school that determined you were eligible to receive the loan. If you accept this loan, eligibility for other student assistance may be affected.

**5. Information you must report.** While you or your dependent student are still in school, you must notify the school if (i) you change your address or telephone number; (ii) you change your name (for example, maiden name to married name); (iii) you or your dependent student do not enroll at least half-time for the loan period certified by the school, or do not enroll at the school that certified your eligibility for the loan; (iv) you or your dependent student stop attending school or drop below half-time enrollment; or (v) you or your dependent student graduate or transfer to another school.

You must also notify the Direct Loan Servicing Center of any of the above changes at any time after you receive your loan. In addition, you must notify the Direct Loan Servicing Center if you (i) change employers, or if your employer's address or phone number changes; or (ii) have any other change in status that affects your loan (for example, if you received a deferment but no longer meet the eligibility requirements for that deferment).

**6. Amount you may borrow.** For each academic year, you may borrow up to – but not more than – the estimated cost of attendance minus the amount of any other financial aid awarded for that academic year. The school determines the cost of attendance using federal guidelines.

**7. Interest.** Loans with a first disbursement on or after July 1, 2006 have a fixed interest rate of 7.9%. Loans with a first disbursement prior to July 1, 2006 have a variable interest rate that is adjusted each year on July 1 but will never be more than 9%. For loans with a variable interest rate, we will notify you annually of the interest rate formula and the actual interest rate.

We charge interest on your Direct PLUS Loan from the date the loan is first disbursed until it is repaid in full, including during periods of deferment or forbearance. If you do not pay the interest as it is charged during deferment or forbearance, we will add it to the unpaid amount of your loan. This is called capitalization. Capitalization increases the unpaid amount of your loan, and we will then charge interest on the increased amount.

**8. Loan fee.** We charge a loan fee of 4% of the principal amount of the loan. This fee will be subtracted proportionately from each disbursement of your loan, and will be shown on a disclosure statement that we send to you.

**9. Repayment incentive programs.** A repayment incentive is a benefit that we offer to encourage you to repay your loan on time. Under a repayment incentive program, the interest rate we charge on your loan may be reduced. Some repayment incentive programs require you to make a certain number of payments on time to keep the reduced interest rate. The following repayment incentive programs may be available to you: *Interest Rate Reduction for Electronic Debit Account Repayment* and *Up-Front Interest Rebate*. These repayment incentive programs are

described in the Borrower's Rights and Responsibilities Statement.  The Direct Loan Servicing Center can provide you with more information on other repayment incentive programs that may be available.

**10. Disbursement of loan money.**  Generally, the school will disburse (pay out) your loan money in more than one installment, usually at the beginning of each academic term (for example, at the beginning of each semester or quarter).  If the school does not use academic terms, it will generally disburse your loan in at least two installments, one at the beginning of the period of study for which the loan is intended, and one at the midpoint of that period of study.  The school may disburse some or all of your loan money by crediting it to your or your dependent student's account at the school, or may give it to you directly by check or other means.  The Direct Loan Servicing Center will notify you each time the school disburses a portion of your loan.

**11. Canceling your loan.**  Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying the school.  After your loan money is disbursed, there are two ways to cancel all or part of your loan:

- Within 14 days after the date the school notifies you that it has credited loan money to your or your dependent student's account at the school, or by the first day of the school's payment period, whichever is later (the school can tell you the first day of the payment period), you may tell the school that you want to cancel all or part of the loan money that was credited.  The school will return the cancelled loan amount to us.  You do not have to pay interest or the loan fee on the part of your loan that you tell the school to cancel within this timeframe.  If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you tell the school to cancel.  Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that was cancelled.

  If you ask the school to cancel all or part of your loan outside the timeframe described above, the school may process your cancellation request, but it is not required to do so.Within 120 days of the date the school disbursed your loan money (by crediting the loan money to your or your dependent student's account at the school, by paying it directly to you, or both), you may return all or part of your loan to us.  Contact the Direct Loan Servicing Center for guidance on how and where to return your loan money.  You do not have to pay interest or the loan fee on the part of your loan that you return within 120 days of the date that part of your loan is disbursed.  If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you return.  Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that you return.

**12. Repaying your loan.**  The repayment period for each Direct PLUS Loan you receive under the MPN begins on the date of the final disbursement of that loan.  This means that the repayment period for each loan will begin on a different date.  Your first payment on each loan will be due within 60 days of the final disbursement of that loan.  (If you are a graduate or professional student, you may defer making payments while you are attending school at least half time.)  The amount of time you have to repay your loan will vary from 10 to 25 years, depending on the repayment plan that you choose and the total amount you have borrowed.  For Direct PLUS Loans that enter repayment on or after July 1, 2006, you may choose one of the following repayment plans:

**Standard Repayment Plan.**  Refer to the Borrower's Rights and Responsibilities Statement for the terms and conditions of this plan.

**Graduated Repayment Plan.**  If you choose this plan, your payments will usually be lower at first, and will then increase over time.  No single payment will be more than 3 times greater than any other payment.  Under this plan, you must repay your loan in full within 10 years (not including periods of deferment and forbearance) from the date the loan entered repayment.  If your loan has a variable interest rate, we may need to adjust the

number or amount of your payments to reflect changes in the interest rate.

**Extended Repayment Plan.**  You may choose this plan only if (1) you had no outstanding balance on a Direct Loan Program loan as of October 7, 1998 or on the date you obtained a Direct Loan Program loan on or after October 7, 1998, and (2) you have an outstanding balance on Direct Loan Program loans that exceeds $30,000.  If you are eligible for and choose this plan, you will make monthly payments based on fixed annual or graduated repayment amounts and will repay your loan in full over a period not to exceed 25 years (not including periods of deferment and forbearance) from the date your loan entered repayment.  The maximum period of time you have to repay your loans will vary depending on the amount of your outstanding loan debt.  Your payments must be at least $50 per month and will be more, if necessary, to repay the loan within the required time period.  If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

These plans are designed to give you flexibility in meeting your obligation to repay your loan.  You may change repayment plans at any time after you have begun repaying your loan.  You may make loan payments before they are due, or pay more than the amount due each month, without penalty.  When you have fully repaid a loan, the Direct Loan Servicing Center will send you a notice telling you that you have paid off your loan.  You should keep this notice in a safe place.

**13. Late charges and collection costs.**  We may require you to pay a late charge of not more than six cents for each dollar of each late payment if you do not make any part of a payment within 30 days after it is due.  We may also require you to pay other charges and fees involved in collecting your loan.

**14. Demand for immediate repayment.**  The entire unpaid amount of your loan becomes due and payable (on your MPN this is called "acceleration") if you (i) receive loan money, but you or your dependent student do not enroll at least half-time at the school that certified your eligibility for the loan; (ii) use your loan money to pay for anything other than expenses related to the cost of education at the school that certified your eligibility for the loan; (iii) make a false statement that causes you to receive a loan that you are not eligible to receive; or (iv) default on your loan.

**15. Default.**  You are in default on your loan if you (i) do not repay the entire unpaid amount of your loan if we require you to do so; (ii) have not made a payment on your loan for at least 270 days; or (iii) do not comply with other terms and conditions of your loan, and we conclude that you no longer intend to honor your obligation to repay your loan.

If you default on your loan, we will report that fact to national credit bureaus.  We may sue you, take all or part of your federal tax refund or other federal payments, and/or garnish your wages so that your employer is required to send us part of your salary to pay off your loan.  We will require you to pay reasonable collection fees and costs, plus court costs and attorney fees.  You will lose eligibility for other federal student aid and assistance under most federal benefit programs.  You will lose eligibility for loan deferments.

**16. Credit bureau notification.**  We will report information about your loan to one or more national credit bureaus.  This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or delinquent in making payments).

**17. Deferment and forbearance (postponing payments).**  If you meet certain requirements, you may receive a **deferment** that allows you to temporarily stop making payments on your loan.  For example, you may receive a deferment for up to 3 years while you are unemployed.  For a complete list of deferments, refer to the Borrower's Rights and Responsibilities Statement that you received previously.  Effective July 1, 2006, for loans with a first disbursement made on or after July 1, 2001, an additional deferment is available for a period of up to three years during which a borrower is serving on active duty during a war or other military operation or national emergency, or performing qualifying National Guard duty during a war or other military operation or

national emergency. You are responsible for paying the interest on a Direct PLUS Loan during a period of deferment.

If you cannot make your scheduled loan payments but do not qualify for a deferment, we may give you a **forbearance**. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. For example, we may give you a forbearance if you are temporarily unable to make scheduled loan payments because of financial hardship or illness. We may also give you a forbearance under other conditions as described in the Borrower's Rights and Responsibilities Statement that you received previously. You are responsible for paying the interest on a Direct PLUS Loan during a period of forbearance.

To request a deferment or forbearance, contact the Direct Loan Servicing Center.

**18. Loan discharge.** We may discharge (forgive) all or part of your loan if (i) you die, or the dependent student for whom you borrowed dies, and we receive an original or certified copy of a death certificate for you or the student; (ii) you are totally and permanently disabled, and you meet certain other requirements during a 3-year conditional discharge period; (iii) your loan is discharged in bankruptcy; (iv) you or the dependent student for whom you obtained the loan were unable to complete the program of study because the school closed; (v) the school falsely certified your loan eligibility; (vi) the school did not pay a refund of your loan money that it was required to pay under federal regulations; or, effective July 1, 2006, (vii) a loan in your name was falsely certified as a result of a crime of identity theft. To request a loan discharge, contact the Direct Loan Servicing Center.

In some cases, you may assert, as a defense against collection of your loan, that your school did something wrong or failed to do something that it should have done. You can make such a defense against repayment only if what your school did or did not do would give rise to a legal cause of action under applicable state law. If you believe that you have a defense against repayment of your loan, contact the Direct Loan Servicing Center.

**19. Loan consolidation.** You may consolidate (combine) one or more of your eligible federal education loans into one loan. Consolidation allows you to extend the period of time that you have to repay your loans, and to combine several loan debts into a single monthly payment. This may make it easier for you to repay your loans. However, you will pay more interest if you extend your repayment period through consolidation, since you will be making payments for a longer period of time. Contact the Direct Loan Servicing Center for more information about loan consolidation.

# COD Reports

*This section provides descriptions, business rules, and record layouts for Pell Grant, ACG, National SMART Grant, Teach Grant, and Direct Loan reports generated by COD and by CSB.*

# Table of Contents

# Grant Reports

## *Grant Edit Codes*

### Introduction

This section provides a table to help you interpret the various edit codes that are used and their related comments. The information is grouped according to the following column headings:

- Edit Code – the number that is assigned if the edit condition(s) is met. This column also lists one of the three edit types. They are:

    o  W          Warning and/or Corrected

    o  E          Rejected

    o  D          Duplicate

- Message – the explanation that displays for the prescribed edit condition.

- Condition and Action – a description of the situation that caused the edit and the action taken either to resolve it and/or to notify the school of the potential error.

- What It Means – further explanation of the message in an effort to make the cause of the edit clearer.

- How to Fix It – what the user must do to resolve the mistaken condition.

- COD Website Edit Code – the edit code that the user will see on the COD Website; Website edit codes are translated to the Pell Phase-In edit code on the SAIG Acknowledgment files.

The following comparison operators are used in performing these edits:

| | |
|---|---|
| Equals | = |
| Less than | < |
| Greater than | > |
| Less than or equal to | <= |
| Greater than or equal to | >= |
| Not equal to | <> |
| A parameter value that can be changed between cycles, this is the data that comes from the ALGORITHM and AWARD YEAR tables and can be made year-specific. | @ |

## Grant Batch Edit/Reject Codes

| | | Grant Batch Edit/Reject Codes | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | Condition and Action | What It Means | How to Fix It | COD Website Edit Codes |
| 201 E | "Missing/ Mismatched Grant Batch Header" | If ANY of the following are true: Grant Batch Header Record is missing Batch Number in Header Record does not match Batch Number in Trailer Literal "GRANT HDR" is misspelled or not in all uppercase letters REJECT BATCH Set edit code 201 | Occurs when there is no Grant Batch Header, when the Batch Number in the header and trailer do not match, or when the "GRANT HDR" is misspelled or not in uppercase letters. | Resubmit the batch with a new batch number in the Grant Batch Header and Trailer. | 801 |
| 202 E | "Missing/ Mismatched Grant Batch Trailer" | If ANY of the following are true: Grant Batch Trailer Record is missing Batch Number in Trailer Record does not match Batch Number in Header Literal "GRANT TLR" is misspelled or not in all uppercase letters REJECT BATCH Set edit code 202 | Occurs when there is no Grant Batch Trailer, when the Batch Number in the header and trailer do not match or when the "GRANT TLR" is misspelled or not in uppercase letters. | Resubmit the batch with a new batch number in the Grant Batch Header and Trailer. Verify "TLR" is spelled correctly. | 802 |
| 203 E | "Duplicate Grant Batch Header" | If the Batch Number already exists on the database REJECT BATCH Set edit code 203 | Occurs when the Batch Number has been used before either with the same batch or a different batch. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer. | 003 |
| 206 E | "Data Record Length must be numeric" | If Data Record Length is nonnumeric REJECT BATCH Set edit code 206 | Occurs when the record length in the Grant Batch Header and Trailer is missing or has a nonnumeric character. | Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and the correct record length. | 803 |
| 207 E | "Reported Number of Records must be numeric" NOT IN USE FOR 2005-2006 AND FORWARD. | If reported number of records is nonnumeric REJECT BATCH Set edit code 207 | Occurs when the Reported number of records in the Grant Batch Trailer is missing or has a nonnumeric character. | Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and the correct number of records. | 804 |
| 208 E | "Reported Total of Batch must be numeric" | If Reported Total of Batch in the Trailer record is nonnumeric REJECT BATCH Set edit code 208 | Occurs when the dollar Total of the Batch is either missing or has a nonnumeric character. | Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and a new Reported Total of Batch in the Grant Batch Trailer. | 805 |

| | | | Grant Batch Edit/Reject Codes | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | Condition and Action | What It Means | How to Fix It | COD Website Edit Codes |
| 209 E | "Invalid/Missing Batch Number" <br><br> NOT IN USE FOR 2005-2006 AND FORWARD. | If Batch Number does not have a length of 26 <br><br> REJECT BATCH <br> Set edit code 209 | Occurs when the batch number is missing, is not the proper length of 26 characters, or is not properly formatted. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer. | 806 |
| 210 E | "Year must be numeric" | If ANY of the following are true: <br> Positions 3 to 6 of the Batch ID are nonnumeric <br> Positions 3 to 6 of the Batch ID do not equal a valid Award Year @ <br><br> REJECT BATCH <br> Set edit code 210 | Occurs when the year is missing or nonnumeric. | Correct the award year and resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer. | 807 |
| 211 E | "Pell ID must be numeric" <br><br> NOT IN USE FOR 2005-2006 AND FORWARD. | If Positions 7 to 12 of the Batch ID are nonnumeric <br><br> REJECT BATCH <br> Set edit code 211 | Occurs when the Pell ID is missing or nonnumeric. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and also correct or include the Reporting Campus Pell ID in the Batch Number. | 998 |
| 212 E | "Pell ID invalid or not found" | If Pell ID is not found in the institution table <br><br> REJECT BATCH <br> Set edit code 212 | If Pell ID is incorrect or missing, the batch cannot be returned to the school. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and also correct or include the Reporting Campus Pell ID in the Batch Number. | 004 |
| 213 E | "Creation date must be numeric" | If ANY of the following are true: <br> Positions 13 – 14 of the Batch ID do not equal 19 or 20(century) <br> Positions 15 – 16 of the Batch ID do not equal 00 to 99 (year) <br> Positions 17 – 18 of the Batch ID do not equal 01 to 12 (month) <br> Positions 19 – 20 of the Batch ID do not equal 01 to 31(day), based on the Month value <br><br> REJECT BATCH <br> Set edit code 213 | Occurs if date is missing or nonnumeric. | Correct the date in the Batch Number and resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer. | 808 |

| | | Grant Batch Edit/Reject Codes | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | Condition and Action | What It Means | How to Fix It | COD Website Edit Codes |
| 214 E | "Creation time invalid" | If ANY of the following are true:<br>Positions 21 – 22 of the Batch ID do not equal 00 to 23 (hours)<br>Positions 23 – 24 of the Batch ID do not equal 00 to 59 (minutes)<br>Positions 25 - 26 of the Batch ID do not equal 00 to 59 (seconds)<br><br>REJECT BATCH<br>Set edit code 214 | Occurs if time is missing or nonnumeric. | Correct the time in the Batch Number and resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer. | 809 |
| 215 E | "Batch Type Invalid" | If Batch Type is not valid for the award year @ in the Batch ID of the incoming record<br><br>REJECT BATCH<br>Set edit code 215 | Occurs if record type is invalid or missing. | Correct the batch type code and resubmit with a new Batch Number in the Grant Batch Header and Trailer. | 810 |
| 216 W | "Grantee DUNS does not match the institution's Reporting Pell ID in Batch Number for Award Years prior to 2001-2002"<br><br>NOT IN USE FOR 2005-2006 AND FORWARD. | If ALL of the following are true:<br>DUNS Number is nonblank<br>DUNS Number is not assigned to that Reporting Campus (position 46-51)<br>Award Year portion of batch number <=2001<br><br>Set edit code 216 | Occurs if "Grantee DUNS Number Does Not Match" for award years 2000-2001 and prior. It is reserved for future use as of Award Year 2001-2002. | Warning Message – No Correction Necessary. | 811 |
| 217 E | "Discrepancy between different records with identical batch number" | The Record Length on the header record does not match the Record Length on the trailer record<br><br>REJECT BATCH<br>Set edit code 217 | Occurs when the Grant Batch Header detail information does not match the Grant Batch Trailer detail information for a batch. | Review Grant Batch Header and Trailer and correct any discrepancies. | 812 |
| 218 W | "Reported Number of Records does not equal count of detail records" | The "Reported Number of Records" in the Trailer does not equal the actual number of detail records in the batch<br><br>Set edit code 218 | Occurs when the reported Number of Records does not match the actual total of records received. | Warning message – no correction necessary. | 008 |
| 219 W | "Total of Batch does not equal computed total of detail record amounts"<br><br>NOT IN USE FOR 2005-2006 AND FORWARD. | The "Reported Total of Batch" in the Trailer does not equal the actual total of the batch<br><br>Set edit code 218 | Occurs when the reported Total of Batch does not match the actual total of batch. | Warning message – no correction necessary. | 090<br>102<br>814 |

| | | Grant Batch Edit/Reject Codes | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | Condition and Action | What It Means | How to Fix It | COD Website Edit Codes |
| 220 W | "Reported Sign Indicator must be a valid indicator" | If Reported Sign Indicator is not a "P" or "N"<br><br>Set the Sign Indicator to 'P'<br>Set edit code 220 | Occurs when the Positive (P) or Negative (N) indicator is not present. | Warning message, correction applied – no further action necessary. | 815 |
| 221 E | "Reporting Campus Pell Institution ID is a branch" | The Institution's Campus Type is 3 (School is a Non-funded Branch campus)<br><br>REJECT BATCH<br>Set edit code 221 | Occurs when the Pell ID number in Grant Batch Header is a branch campus. | Change the branch campus Pell ID to the Reporting Campus Pell ID number. If there is no other campus ID number, contact the Federal Pell Grant Hotline. | 002 858 |
| 222 W | "School is currently ineligible upon receipt of batch at the Pell Processor"<br><br>NOT IN USE FOR 2005-2006 AND FORWARD. | The Institution's Eligible Flag is < > "Y"<br><br>Set edit code 222 | Occurs when the Pell ID in the Grant Batch Header is ineligible. | Warning message, contact Federal Pell Grant Hotline. | 854 |
| 224 E | "Invalid Message Class" | If the message class does not exist on the database<br><br>REJECT BATCH<br>Set edit code 224 | Occurs when wrong message class is selected by the user when submitting a batch through SAIG.<br><br>OR<br>When Non-Express users assign an incorrect message class name to the batch. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and send in the correct SAIG message class. | 816 |
| 225 E | "Data Record Length is not valid for Message Class" | If Data Record Length is not valid for message class<br><br>REJECT BATCH<br>Set edit code 225 | Occurs when wrong message class is selected by the user when submitting a batch through SAIG. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and send in the correct SAIG message class. | 817 |
| 226 E | "Batch type code in Batch Number must equal record type for Message Class" | If Batch type code in Batch Number is not equal to record type for Message Class<br><br>REJECT BATCH<br>Set edit code 226 | Occurs when wrong message class is selected by the user when submitting a batch through SAIG.<br><br>OR<br>Occurs when a non-Express User assigns the wrong batch type code in the Batch ID. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and send in the correct SAIG message class. | 818 |
| 227 E | "Batch Create Date is greater than current system date" | If the Batch Create Date is greater than current system date<br><br>REJECT BATCH<br>Set edit code 227 | Occurs when a future date is entered in the Batch Number or when the date on the PC where that batch was created has a future date. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and a corrected date. Verify the date on your PC is current and correct. | 006 |

| | | Grant Batch Edit/Reject Codes | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | Condition and Action | What It Means | How to Fix It | COD Website Edit Codes |
| 228 E | "Batch Number indicates you have included a batch with data from a different Award Year" | If the Message Class is not valid for the Award Year in the Batch ID of the incoming record<br><br>REJECT BATCH<br>Set edit code 228 | Occurs when the Award Year in the Batch Number is incorrect. | Verify the batch was created with software for the correct award year or if the wrong Award Year was entered in error.<br>Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and a corrected Award Year. | 819 |
| 229 E | | Not in use | | | N/A |
| 230 E | | Not in use | | | N/A |
| 231 E | | Not in use | | | N/A |
| 232 E | "No detail records in Batch" | No detail records in batch<br><br>REJECT BATCH<br>Set edit code 232 | Occurs if the batch had only a Grant Batch Header and Grant Batch Trailer with no data records. | Resubmit the batch detail records with a new Batch Number in the Grant Batch Header and Trailer and a corrected date. | 007 |
| 233 E | "Invalid Destination Mailbox ID" | If Destination Mailbox ID does not exist on the database for the Award Year from the Batch ID of the incoming record<br><br>REJECT BATCH<br>Set edit code 233 | Occurs if the TG number is invalid or not assigned to send Pell data from the school. Some schools have multiple TG numbers but only one TG number is assigned to send Pell data. If another number is used in error, the batch will be rejected. Also if the batch is sent from a TG number assigned to an attended campus the batch will be rejected. The batch must be sent from the TG number assigned to the reporting campus. | Verify that the correct TG number was used by contacting SAIG. | 005<br>852<br>853 |
| 234 | | Not in use | | | N/A |
| 235 W | | Not in use | | | N/A |
| 236 E | "Trailer Message Class does not match the Header" | If Trailer Message Class does not match the Header Message Class<br><br>REJECT BATCH<br>Set edit code 236 | Occurs when the SAIG Transmission Header message class does not match the SAIG Transmission Trailer message class. | Resubmit the batch with a corrected message class in the SAIG Transmission Header and Trailer and a new Batch Number in the Grant Batch Header and Trailer. | 821 |
| 238 E | "Trailer Destination Mailbox ID does not match the Header" | If Trailer Destination Mailbox ID does not match the Header Destination Mailbox ID<br><br>REJECT BATCH<br>Set edit code 238 | Occurs when the SAIG Transmission Header Destination Mailbox ID does not match the SAIG Transmission Trailer Destination mailbox ID. | Resubmit the batch with a new Batch Number and same mailbox in the SAIG Transmission Header and Trailer after Disbursement Start-up date. | 822 |
| 239 W | | Not in use | | | N/A |

| | | Grant Batch Edit/Reject Codes | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | Condition and Action | What It Means | How to Fix It | COD Website Edit Codes |
| 240 W | "OPE ID Number does not match the School's Reporting Pell ID in the Batch Number for Award Years after 2000-2001" | If ALL of the following are true: OPE ID Number is nonblank OPE ID Number is not assigned to that Reporting Campus (position 46 – 51) Award Year portion of batch number >= 2002 Set edit code 240 | Occurs when the OPE ID is incorrect or does not match the reporting campus ID number. | Correct the OPE ID number or leave blank. | 823 |

## *Grant Header/Trailer Layout*

## Grant Batch Header Layout

| Grant Batch Header Layout | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 10 | 10 | A | Header Identifier | Identify Header record in file. Left Justified. | This field is required. Constant: 'GRANT HDR ' | Missing Batch Header – Reject Batch |
| 11 | 14 | 4 | N | Data Record Length | Length of data records included in this Batch. | This field is required. Must be numeric: 0001 to 9999 | If not equal to length for Message Class, then Reject Batch. |
| 15 | 40 | 26 | A | Batch ID | Number generated by the institution to uniquely identify a specific batch of records. | This field is required. Format = XXCCYY999999CCYYMMDDHHMMSS Where: XX = batch type code (alpha) CCYY = last year in cycle: '2010' 999999 = Reporting PELL ID CCYYMMDD = date batch created HHMMSS = time batch created<br><br>Valid Batch Type codes:<br>#A = Pell Electronic Statement of Account<br>#C = Pell Reconciliation<br>#I = Pell Institution Data from web<br>#M = Pell Multiple Reporting<br>#R = Pell Data Request<br>#T = Pell ASCII Text<br>#Y = Pell Year-to-Date<br>#S = Pell SSN/Name/DOB Change<br>#U = Pell Preformatted Pending Disbursement List<br>#B = Pell Delimited Pending Disbursement List<br>#F = Pell Preformatted Funded Disbursement List<br>#H = Pell Delimited Funded Disbursement List<br>#V= Pell Verification Status Report<br>#Z = Pell POP Report<br>AA=ACG Electronic Statement of Account<br>AR = ACG Data Request Response<br>AM = ACG Multiple Reporting Record<br>AC = ACG Reconciliation Report<br>AY = ACG Year-to-Date Record<br>AT = ACG Text Message<br>AU = ACG Preformatted Pending<br>SA=National SMART Grant Electronic Statement of Account<br>SR = National SMART Grant Data Request Response<br>SM = National SMART Grant Multiple Reporting Record<br>SC = National SMART Grant Reconciliation Report<br>SY = National SMART Grant Year- | If duplicate Batch ID, then reject Batch. If Batch type does not agree with Message Class type, then reject Batch.<br>If Batch Award Year does not agree with Message Class award year, then reject.<br>If reporting Pell ID is ineligible, then send warning message.<br>If Reporting Pell ID is a branch campus or has Central Funding, then reject Batch.<br>If date batch created is > system date, then reject Batch. |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|-------|------|-----|------|------------|-------------|--------------|------------------------|
| | | | | | | to-Date Record<br>ST = National SMART Grant Text Message<br>SU = National SMART Grant Preformatted Pending Disbursement List Report | |
| 41 | 48 | 8 | A/N | OPE ID | The OPE ID number assigned to the reporting institution. | Valid OPE ID number or blank. | If not blank and not equal to OPE ID associated with Pell ID, then warn the Batch. |
| 49 | 58 | 10 | A/N | Software Provider | For non-Express software provide an identifier to indicate the software provider and version number if applicable. | This field is required. Software provider defined or blank | No edits will be performed on this field. |
| 59 | 62 | 4 | A | Unused | Reserved for future expansion. | Constant spaces | |
| 63 | 63 | 1 | A | ED Use | ED Use Only – do not use | Constant Spaces | Media Type = Y for Year-to-Date |
| 64 | 68 | 5 | A/N | ED Use | ED Use Only – do not use | Constant spaces | ED Express PC software version number |
| 69 | 76 | 8 | N | Process Date | Date the corresponding Batch was processed. | Format = CCYYMMDD | Completed as a result of processing the Batch. |
| 77 | 100 | 24 | N | Batch Reject Reasons | List of up to eight 3-digit batch reject reason codes which occurred during initial editing of the Batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled. | Reject Reasons format = 000 to 999<br>Position 101 to 103 = 1st reject reason code<br>Position 104 to 106 = 2nd reject reason code<br>Position 107 to 109 = 3rd reject reason code<br>Position 110 to 112 = 4th reject reason code<br>Position 113 to 115 = 5th reject reason code<br>Position 116 to 118 = 6th reject reason code<br>Position 119 to 121 = 7th reject reason code<br>Position 122 to 124 = 8th reject reason code | Completed by COD as a result of Batch editing. These are the 200 series of edits that can be found in this section of the Technical Reference. |
| | | XX | A | Unused | Length extended to make the header record the same length as the detail records which follow. | Constant spaces | |
| | | ≥100 | | **Total Record Length** | | | |

Grant Batch Header Layout

## Grant Batch Trailer Layout

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|---|---|---|---|---|---|---|---|
| | | | | | **Grant Batch Trailer Layout** | | |
| 1 | 10 | 10 | A | Trailer Identifier | Identify Trailer record in file. | This field is required.<br>Constant: 'GRANT TLR ' | Missing Batch Trailer – reject batch. No detail records—reject Batch. |
| 11 | 14 | 4 | N | Data Record Length | Length of data records included in this Batch. | This field is required.<br>Must be numeric: 0001 to 9999 | If not equal to Data Record on Header, then reject Batch. |
| 15 | 40 | 26 | A | Batch ID | Number generated by the institution to uniquely identify a specific batch of records. | This field is required.<br><br>Format = XXCCYY999999CCYYMMDDHHMMSS<br>Where:<br>    XX = batch type code (alpha)<br>    CCYY = last year in cycle = '2010'<br>    999999 = Reporting PELL ID<br>    CCYYMMDD = date batch created<br>    HHMMSS = time batch created | If not equal to Batch ID on Header, then reject Batch. |
| 41 | 46 | 6 | N | Reported Number of Records | Number of data records included in the Batch. | This field is required.  Must be numeric:  000000 to 999999 | If not equal to count of detail records in input Batch, then return warning message. |
| 47 | 57 | 11 | N | Unused | Constant Zeros | | |
| 58 | 58 | 1 | A | Reported Total Sign Indicator | Positive or negative sign for total amount reported. | This field is required.<br>P = Positive<br>N = Negative<br>For ESOA is constant P. | |
| 59 | 64 | 6 | N | Accepted and Corrected Number of Records | ED USE ONLY - Number of data records accepted and corrected by the Pell Processor. | 000000 to 999999 | |
| 65 | 75 | 11 | N | Accepted and Corrected Total of Batch | ED USE ONLY - Total Award or Disbursement amount accepted and corrected on Batch. | Dollars and cents. Use leading zeros, do not include the $ sign or decimal point. 00000000000 to 99999999999 | |
| 76 | 76 | 1 | A | Accepted and Corrected Total Sign Indicator | ED USE ONLY - Positive or negative sign for total amount accepted. | P = Positive<br>N = Negative | |
| 77 | 82 | 6 | N | Number of Duplicate Records | ED USE ONLY- Number of data records that duplicate a previously accepted Origination or Disbursement record.  For all other types of batches this field is all zeroes. | 000000 to 999999 or Blank. | |
| 83 | 100 | 18 | A | Unused | Reserved for future expansion. | Constant spaces | |
| | | XX | A | Unused | Length extended to make the trailer record the same length as the detail records. | Constant spaces | |
| | | ≥ 100 | | **Total Record Length** | | | |

## *Grant Data Requests*

Data Requests are sent by schools to request information files. These files are the Multiple Reporting Record, Electronic Statement of Account, Year-to-Date, Reconciliation File, and Verification Status, Pell POP Report.

### Business Rules

1. Grant Data Requests are sent as fixed-length, flat files and not as XML documents.

2. Grant Data Requests are sent to the COD system via SAIG batch with message class `PGRQ10IN` (Pell), `AGRQ10IN` (ACG) or `SGRQ10IN` (National SMART Grant) or via the COD web site.

3. After the Data Request is received and processed, a Data Request Acknowledgement record is sent back to the institution for each data request received.

### Record Layout

<table>
<tr><th colspan="9">Grant Data Request Record Layout<br>Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only)</th></tr>
<tr><th>First</th><th>Last</th><th>Len</th><th>Type</th><th>Field Name</th><th>Description</th><th>Valid Values</th><th colspan="2">Processing Notes/Edits</th></tr>
<tr>
<td>1</td><td>6</td><td>6</td><td>N</td><td>Requesting Attended Campus Pell-ID</td><td>Pell-ID campus</td><td>This field is required.<br>Valid Pell-ID</td><td colspan="2">If all zeros are entered then a report/file will be generated for the reporting campus contained in the Batch ID, and each attended campus associated with the reporting campus. A separate report/file will be generated for each Pell ID.<br><br>The all campus request option of all zeros is not applicable for an Electronic Statement of Account (ESOA). All ESOA's are generated for the Reporting Campus Pell ID.</td>
</tr>
<tr>
<td>7</td><td>7</td><td>1</td><td>A</td><td>Request Type</td><td>Code for data request type.</td><td>This field is required.<br>M = Multiple Reporting<br>R = Reconciliation<br>S = Statement of Account<br>Y = Year-to-Date<br>V= Verification Status List<br>P= Pell POP Report</td><td colspan="2"></td>
</tr>
<tr>
<td>8</td><td>8</td><td>1</td><td>A</td><td>Requested Output Media Type</td><td>Code for type of media to use when sending output data.</td><td>E = Send output by Electronic File<br><br>Or Blank</td><td colspan="2">Cannot be blank for requests from the WEB.</td>
</tr>
<tr>
<td>9</td><td>10</td><td>2</td><td>A</td><td>Program Type</td><td>2 characters that denote the program type</td><td>Field is required for all requests:<br><br>PL = Pell<br>AG = ACG<br>SG = National SMART Grant</td><td colspan="2"></td>
</tr>
<tr>
<td>11</td><td>34</td><td>24</td><td>A</td><td>Unused</td><td>Reserved for future expansion</td><td>Constant spaces</td><td colspan="2"></td>
</tr>
</table>

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Grant Data Request Record Layout**<br>**Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only)** |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|---|---|---|---|---|---|---|---|
| 35 | 35 | 1 | A | Multiple Reporting Request Code 1 | Indicates the institution is requesting origination or disbursement information. | This field is required for type M requests.<br><br>O = Send origination information<br>D = Send disbursement information | |
| 36 | 36 | 1 | A | Multiple Reporting Request Code 2 | Indicates the institution is requesting by selected student, selected institution, or all students. | This field is required for type M requests.<br><br>A = Send list of other institutions for all students<br>S = Send other institution for students listed in record.<br>I = Send students for institution listed in record | There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution. |
| 37 | 47 | 11 | A/N | Student ID | The Student SSN and Name code for which a MR is requested. Only required if MR Code 2 equals S. | Blank or<br>001010001XX to 999999999XX where XX =<br>Uppercase A to Z<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Blank = no last name | Must be non-blank if MRR Code 2 equals S. |
| 48 | 53 | 6 | N | MR Institution Pell-ID | The institution code for which MR listings are requested. Only required if the MR Code 2 equals I. | Blank or<br>Valid Pell-ID | Must be non-blank if MRR Code 2 equals I. |
| 54 | 76 | 23 | A | (Unused) Award ID | Reserved for future use. | This field is not being used, but in the future will use this format:<br><br>Blank or<br>Format = 999999999XX200599999900<br>Where:<br>SSN = 001010001 to 999999999<br>Name Code = XX<br>Year Indicator = 2010<br>Valid Attended PELL ID = 999999<br>Orig Sequence Number = 00 | This field is not being used. |
| 77 | 85 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction. | Valid Social Security Number or blank | This field will only be populated for student specific Data Requests. |
| 86 | 93 | 8 | D | Student's Date of Birth | The date of birth of the student for this transaction. | Format: CCYYMMDD | This field will only be populated for student specific Data Requests. |
| 94 | 109 | 16 | A/N | Student's Last Name | The last name of the student for this transaction. | A – Z, 0 – 9, period, apostrophe, hyphen or blank | This field will only be populated for student specific Data Requests. |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|---|---|---|---|---|---|---|---|
| Grant Data Request Record Layout | | | | | | | |

| | | | | Grant Data Request Record Layout | | | |
| | | | | Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only) | | | |
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 110 | 121 | 12 | A/N | Student's First Name | The first name of the student for this transaction. | A – Z, 0 – 9 or blank | This field will only be populated for student specific Data Requests. |
| 122 | 122 | 1 | A | Student's Middle Initial | The middle initial of the student for this transaction. | A – Z or blank | This field will only be populated for student specific Data Requests. |
| 123 | 125 | 3 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| | | 125 | | Total Record Length | | | |

## Grant Data Request Acknowledgement

After a data request is received and processed by COD, a Data Request Acknowledgement is sent back to the school for each data request received.

### Business Rules

1. The Data Request Acknowledgement is provided in fixed-length, flat file format.

2. Grant Data Request Acknowledgments are sent from the COD system with message class PGRA10OP (Pell), AGRA10OP (ACG) or SGRA10OP (National SMART Grant).

### Record Layout

| | | | | Grant Data Request Acknowlegement Record Layout | | | |
| | | | | Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only) | | | |
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 6 | 6 | N | Requesting Attended Campus Pell-ID | Pell-ID campus | Valid Pell-ID | If all zeros are entered and the request is a Year-to-Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year-to-Date or Reconciliation file will be generated for each Pell ID.<br><br>The all campus request option of all zeros is not applicable for a Statement of Account. All Statements of Account are generated for the Reporting Campus Pell ID. |
| 7 | 7 | 1 | A | Request Type | Code for data request type. | M = Multiple Reporting<br>R = Reconciliation<br>S = Statement of Account<br>Y = Year-to-Date<br>V= Verification Status List<br>P= Pell POP Report | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Grant Data Request Acknowlegement Record Layout**<br>**Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only)** |
| **First** | **Last** | **Len** | **Type** | **Field Name** | **Description** | **Valid Values** | **Processing Notes/Edits** |
| 8 | 8 | 1 | A | Requested Output Media Type | Code for type of media to use when sending output data. | E = Send output by Electronic file | |
| 9 | 10 | 2 | A | Program Type | 2 characters that denote the program type | Field is required for all requests:<br><br>PL = Pell<br>AG = ACG<br>SG = National SMART Grant | |
| 11 | 34 | 24 | A | Unused | Reserved for Future Expansion | Constant spaces | |
| 35 | 35 | 1 | A | Multiple Reporting Request Code 1 | Indicates the institution is requesting origination or disbursement information. | O = Send Origination information<br>D = Send Disbursement information | |
| 36 | 36 | 1 | A | Multiple Reporting Request Code 2 | Indicates the institution is requesting by selected student, selected institution, or all students. | A = Send list of other institutions for all students<br>S = Send other institution for students listed in record.<br>I = Send students for institution listed in record | |
| 37 | 47 | 11 | A | MR Student ID | The Student SSN and Name code for which a MRR is requested. Only required if MRR Code 2 equals S. | Blank or<br>001010001XX to 999999999XX<br>where XX =<br>Uppercase A to Z<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Blank = no last name | |
| 48 | 53 | 6 | N | MR Institution Pell-ID | The institution code for which MRR listings are requested. Only required if the MRR Code 2 equals I. | Blank or<br>Valid Pell-ID | There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution. |
| 54 | 74 | 21 | A | Award ID | Unique Award Identifier for ACG and SMART. | Blank or<br>Format =<br>123456789A10123456001<br><br>21 character award ID of an ACG or SMART<br><br>The components of the Award ID are:<br>Person's SSN:<br>    001010001–999999998<br>Program Indicator ('A' for ACG; 'S' for SMART)<br>Award Year: 10, for 2009-2010<br>Pell School code:<br>    000000-999999<br>Sequence Number:<br>    001-999 | This field is being used for ACG and SMART data requests only. |
| 75 | 76 | 2 | A | Unused | Reserved for future use. | Reserved for future use. | This field is currently not being used. |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|---|---|---|---|---|---|---|---|
| **Grant Data Request Acknowlegement Record Layout** <br> **Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only)** | | | | | | | |
| 77 | 77 | 1 | A | Action Code | Code to indicate action taken | Valid Codes: <br> A: Accepted - all fields accepted <br> C: Corrected - one or more fields corrected (Pell only) <br> E: Rejected - record was rejected | |
| 78 | 98 | 21 | N | Edit/Comment Codes | List of up to seven 3-digit comment codes which occurred during processing of the data request. | Comment format: 000 – 199 <br> Position 78-80:1st comment code <br> Position 81-83: 2nd comment code <br> Position 96-98: <br> 7th comment code | |
| 99 | 107 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS.  This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction. | Valid Social Security Number or blank | This field will only be populated for student specific Data Requests. |
| 108 | 115 | 8 | D | Student's Date of Birth | The date of birth of the student for this transaction. | CCYYMMDD or 0 | This field will only be populated for student specific Data Requests. <br><br> **Note**: This field will contain zeros on the Year-To-Date file if the student's date of birth is not returned. |
| 116 | 131 | 16 | A/N | Student's Last Name | The last name of the student for this transaction. | A – Z, 0 – 9, period, apostrophe, hyphen or blank | This field will only be populated for student specific Data Requests. |
| 132 | 143 | 12 | A/N | Student's First Name | The first name of the student for this transaction. | A – Z, 0 – 9 or blank | This field will only be populated for student specific Data Requests. |
| 144 | 144 | 1 | A | Student's Middle Initial | The middle initial of the student for this transaction. | A – Z or blank | This field will only be populated for student specific Data Requests. |
| 145 | 150 | 6 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| | | **150** | | **Total Record Length** | | | |

# *Grant Data Request Edit Codes*

The following edit codes are returned in positions 78 – 98 on Grant Data Request Acknowledgement

| | Grant Data Request Edit Codes | | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | COD Condition and Action | What It Means | How to Fix It | COD Website Edit Codes |
| 601 E | "Invalid Attended Pell ID" | If ANY of the following are true: The Attended Pell ID is nonnumeric The Attended Pell ID does not exist on the CODdatabase The Attended Pell ID is not a branch of the Reporting or Central Funded ID (only if the attended campus is not also the Reporting Campus) The Award Year <=2001 and Attended Pell ID is all zeros  REJECT RECORD Set edit code 601 | Occurs if the Attended Pell ID is either missing or invalid. | Resubmit data request with valid Attended Campus Pell ID. | 601 |
| 602 E | "Invalid Data Request Type or Invalid Program Type" | If ANY of the following are true: The Data Request Code is <> 'M' or 'S' or 'R' or 'Y' for Award Year 2001 – 2002 and beyond The Data Request Code is <> 'M' or 'S' or 'Y' for Award Year 2000 – 2001 and beyond The Data Request Code is <> 'M' or 'S' or 'Y' or 'B' for Award Year 1999 – 2000 Applicable after April 14, 2007, the Data Request Code is 'V' or 'P' and the Program Type is 'AG' or 'SG' Applicable after April 14, 2007, The Program Type or Request Type is missing.  NOTE: IF a request is placed for a report for 2006-2007 or prior, and the "Program Type" is blank, it will be processed as a Pell Data Request. | Occurs if invalid or missing data request type: M-Multiple Reporting Record, S-Statement of Account, Y-Year-To-Date, or R - Reconciliation. Also occurs if invalid or blank program type is submitted in the request. | Resubmit data request with valid data request type or valid program type. | 602 |
| 603 E | "Invalid Requested Output Media Type" | If ANY of the following are true: The Media Type is <> 'E' or blank for Award Year 2000 – 2001 and beyond The Media Type is <> 'C', 'R', 'E' or blank for Award Year 1999 – 2000  REJECT RECORD Set edit code 603 | Occurs if school's Output Media type is invalid.  Must submit BLANK or E. | Resubmit data request with BLANK or E. | 603 |
| 605 E | "Invalid Multiple Reporting Request Code 1, should be 'O' or 'D'" | If ALL of the following are true: The first position of the Data Request Type = 'M' MRR Code 1 <> 'O' or 'D'  REJECT RECORD Set edit code 605 | Occurs if an invalid MRR code is entered on data request. Must submit O-Origination or D-Disbursement. | Resubmit data request with O or D. | 605 |

| | | Grant Data Request Edit Codes | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | COD Condition and Action | What It Means | How to Fix It | COD Website Edit Codes |
| 606 E | "Invalid Multiple Reporting Request Code 2, should be 'A', 'S' or 'I'" | If **ALL** of the following are true: The first position of the Data Request Type = 'M' MRR Code 2 <> 'A' or 'S' or 'I' <br><br> REJECT RECORD Set edit code 606 | Invalid MRR code entered on data request. Must submit A (All), S (Single), or I (Institution). | Resubmit data request with A, S, or I. | 606 |
| 607 E | "Invalid MR Student ID" | If **ALL** of the following are true: The MRR Code 2 = 'S' Positions 1 – 9 of the Student ID are nonnumeric <br><br> REJECT RECORD Set edit code 607 | Occurs if an invalid or incomplete Student ID is entered on a Data request for a specific student. | Resubmit data request with corrected Student ID. | 607 |
| 608 E | "Invalid MR Institution ID" | If **ALL** of the following are true: The MRR Code 2 = 'I' The MR Pell ID is nonnumeric <br><br> REJECT RECORD Set edit code 608 | Occurs if an invalid Institution Pell ID is entered on a Data Request for MRR records. | Resubmit data request with the corrected institution Pell ID. | 608 |
| 609 E | "Requested/ Matching Data Not Found" | The following scenarios will trigger edit 609: • Edit 609 is triggered for student level YTD request and Reconciliation request on a valid origination ID but the student requested does not belong to the attending school. • Edit 609 is triggered for student level YTD request and Reconcilation request for a valid SSN but student requested does not belong to the attending school. | Occurs if no data is found for request. | Create a different request. | 609 |
| 610 E | "Number of awards is less than 2 or number of schools disbursed to student is less than 2" | This edit only applies to MRR student request only. If all of the following are true, it will trigger edit 610: • Request type is MRR and • Request is student specific (S) and • SSN is a valid SSN and • If the request is for Origination (O), number of awards is less than 2 or • If the request is for Disbursement (D), number of schools disbursed to student is less than 2. <br><br> REJECT RECORD Set edit code 610 | Occurs if number of awards is less than 2 or number of schools disbursed to student is less than 2 for student level MRR request. | Verify the correct Student ID was entered. If correct, school must submit an additional origination for student prior to requesting student MRR with origination information. | 610 |

| Grant Data Request Edit Codes | | | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | COD Condition and Action | What It Means | How to Fix It | COD Website Edit Codes |
| 611 E | "Invalid Reconciliation Origination ID" | If ALL the following are true:<br>Request type = 'R' and<br>Award ID is populated with legacy Pell ID<br>Format = 999999999XX200599999900<br>Where:<br>SSN = 001010001 to 999999999<br>Name Code = XX<br>Year Indicator = 2010<br>Valid Attended PELL ID = 999999<br>Orig Sequence Number = 00<br><br>REJECT RECORD<br>Set edit code 611 | Occurs if the Origination ID is a legacy Pell Award ID | Resubmit the Data Request with the correct identifier for ACG and SMART Reconciliation request and blank for Pell Reconciliation request. | 611 |
| 612 E | Invalid reported Current SSN | If ANY of the following are true:<br>The Current SSN does not match the Current SSN on the applicant table for the same transaction number.<br><br>If the Current SSN does not match the value on the applicant table, then set the incorrect fields to the value currently stored on the applicant table.<br><br>REJECT RECORD<br>Set edit code 612. | The student specific data request was received with incorrect Current SSN | Verify on the ISIR the correct Current SSN and resubmit the corrected record. If the ISIR is incorrect, a correction to the ISIR should be done. | 612 |

# Pell Grant Reports

## *Grant Reports Options*

Grant Reports now include information for Pell, ACG, National SMART, and TEACH Grants. Grant Reports are available to schools via the school's SAIG mailbox, via the school's Newsbox on the COD Reporting web site, or via data requests.

### Business Rules

1. Grant Reports for 2009-2010 are generated as fixed-length or pre-formatted flat files and not as XML documents.

2. Grant Reports for 2009-2010 are viewable on the COD Reporting web site in the following format:

   a. Comma-Delimited (CSV)

3. Grant Reports are sent to schools SAIG mailbox in the following format options:

   a. Preformatted Text file

      i. Portrait

      ii. Courier 10

      iii. 78 characters per line

      iv. 59 lines per page

   b. Fixed-length file

4. The Grant Reports delivery method and format options vary by report type. These specific options are discussed under the appropriate report section.

**Format Options**
Format options vary by report. Not all reports are offered in all formats.

Below is a summary of all Pell Grant reports and available formats generated by the COD System.

| Report Name | Sort | Frequency | Data Request | | SAIG Mailbox | | | | COD Reporting Web Site | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Format and Delivery Methods** | | | Batch | Web | Preformatted Text | Comma-Delimited | Pipe-Delimited | Fixed Length | PDF | Comma-Delimited |
| Electronic Statement of Account (ESOA) | | System Generated[1] or By Request | ✓ | ✓ | | | | ✓ | | |
| Multiple Reporting Record (MRR) | SSN | Daily | ✓ | ✓ | | | | ✓ | | |
| Reconciliation Report | SSN | By Request | ✓ | ✓ | | | | ✓ | | |
| Year-to-Date (YTD) file | SSN | By Request | ✓ | ✓ | | | | ✓ | | |
| SSN/Name/Date of Birth Change Report – Pell, ACG, National SMART Grant | Last Name | Weekly [1] | | | ✓ | | | | | ✓ |
| Pending Disbursement List | Last Name | Weekly | | | ✓ | | | | | ✓ |
| Funded Disbursement List | SSN | Daily | | | ✓ | | | | | ✓ |
| Verification Status Report | Name | Monthly | ✓ | ✓ | ✓ | | | | | ✓ |
| Pell POP Report | Last Name | Weekly | ✓ | ✓ | ✓ | | | | | ✓ |

[1.] If triggered by change

## *Pell Grant Electronic Statement of Account (ESOA)*

The Electronic Statement of Account (ESOA) summarizes the status of a school's CFL versus the net drawdown for that award year. In addition, the ESOA provides the YTD Unduplicated Recipient Count, YTD Total Accepted and Posted Disbursements, YTD Total ACA paid to schools and net drawdown payments in G5.

> ### ESOA Printing Specifications
> For more information about printing the ESOA, please refer to *Volume VI, Section 7* of this technical reference.

### Business Rules

1. An ESOA can be COD system generated or may be requested by the school via batch data request, or COD web site

   a. The ESOA sent via data request is a retransmission of the most recent ESOA generated by COD.

2. The COD system generates an ESOA each time a school's CFL changes, regardless of funding method.

3. The ESOA is provided in the fixed-length, flat file format.

4. The ESOA is sent from the COD System with message class `PGAS10OP`.

### Summary Record Layout

| Pell Grant Electronic Statement of Account (ESOA) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| **First** | **Last** | **Len** | **Type** | **Field Name** | **Description** | **Valid Values** | **Processing Notes/Edits** |
| 1 | 1 | 1 | A | Record Indicator | Indicates the record is summary or detail. | Constant "S"- Summary level account status | |
| 2 | 7 | 6 | N | Reporting Campus PELL-ID | PELL-ID of reporting campus | Valid PELL-ID | |
| 8 | 18 | 11 | A/N | Grantee DUNS Number | Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. | Valid DUNS number. Format = 999999999BB Where 999999999 is a unique number and BB are Blanks. | |
| 19 | 26 | 8 | N | Entity ID | Routing ID randomly assigned to the school by COD. | 99999999 | |
| 27 | 29 | 3 | A | Unused | Reserved for FSA use. | Constant Spaces | |
| 30 | 45 | 16 | A/N | G5 Award Number | Used to uniquely identify school accounts in the ED Office of Chief Financial Officer's G5 System. Comprised of the following fields = Program Office Indicator Catalog of Federal Domestic Assistance (CFDA) Number CFDA Subprogram Id G5 Award year Sequence Number | Valid G5 Award number. Format = P063P    CCYYXXXX Where "P" = constant for PO Indicator "063" = constant for Federal Pell Grants "P" = constant "   " 3 spaces CCYY = Beginning year of school year pair; '2009' for 2009-2010. XXXX = unique value for each funded institution | |
| 46 | 50 | 5 | A | Unused | Reserved for FSA use. | Constant zeroes | |
| 51 | 58 | 8 | D | Effective  Date | Effective date for the CFL change | Valid Date in CCYYMMDD format. | |
| 59 | 69 | 11 | A/N | Previous Obligation | Amount of school's obligation prior to this adjustment. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point.  Range = 00000000000 to 99999999999 | Applies to schools with obligate/pay accounts as well as schools with obligate only accounts. |

| Pell Grant Electronic Statement of Account (ESOA) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 70 | 80 | 11 | N | Obligation Adjustment | Change in the obligation amount for this Accounting cycle. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | Applies to schools with obligate/pay accounts as well as schools with obligate only accounts. |
| 81 | 91 | 11 | N | Current Obligation Amount | Amount of school's current obligation balance. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | Applies to schools with obligate/pay accounts as well as schools with obligate only accounts. |
| 92 | 102 | 11 | A/N | Previous Pell Grant Payments | Amount of direct payments to school prior to this adjustment. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank (only valid for obligate only accounts) | Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year. |
| 103 | 113 | 11 | A/N | Payment Adjustment | Change in the direct payments to the schools as a result of this adjustment. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank (only valid for obligate only accounts) | Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year. |
| 114 | 124 | 11 | A/N | Current Pell Grant Payments | Amount of direct payments pushed to school's bank account by COD processing. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank (only valid for obligate only accounts) | Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year. |
| 125 | 131 | 7 | N | YTD Total Unduplicated Recipients | Year-to-Date number of unduplicated recipients for institution. | Range = 000000000 to 999999999 or Blank | |
| 132 | 142 | 11 | N | YTD Accepted & Posted Disbursement Amount | YTD Total of disbursements accepted and posted by COD processing. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank | |
| 143 | 153 | 11 | A | Unused | Reserved for FSA use. | Constant spaces | |
| 154 | 164 | 11 | N | YTD Administrative Cost Allowance (ACA) | YTD amount of ACA paid to the institution. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | |
| 165 | 177 | 13 | N | G5 Draw-down/Payment | Net drawdown/ payments as posted in G5, i.e., the sum of school-initiated drawdowns, direct payments for Obligate/Pay accounts, adjustments (+/-) less refunds and returns. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. 0000000000000 to 9999999999999 or Blank | |
| 178 | 185 | 8 | D | Date of Last Activity in G5 | The date G5 last posted a transaction for the G5 Award number. | Valid date in CCYYMMDD format or Blank. | |
| 186 | 200 | 15 | A | Unused | Reserved for future expansion | Constant spaces | |

| Pell Grant Electronic Statement of Account (ESOA) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| | | **200** | | **Total Record Length** | | | |

## Detail Record Layout

| Pell Grant Electronic Statement of Account (ESOA) Record | | | | | | | Detail |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | Record Indicator | Indicates the record is summary or detail. | Constant "D" = Detailed institution activity | |
| 2 | 7 | 6 | N | Reporting Campus Pell-ID | Pell-ID of reporting campus | Valid Pell-ID | |
| 8 | 18 | 11 | A/N | Grantee DUNS Number | Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. | Valid DUNS number. Format = 999999999BB Where 999999999 is a unique number and BB are blanks. | |
| 19 | 26 | 8 | N | Entity ID | Routing ID randomly assigned to the school by COD. | 99999999 | |
| 27 | 29 | 3 | A | Unused | Reserved for FSA use. | Constant Spaces | |
| 30 | 45 | 16 | A/N | G5 Award Number | Used to uniquely identify school accounts in the ED Office of Chief Financial Officer's G5 System. Comprised of the following fields = Program Office Indicator Catalog of Federal Domestic Assistance (CFDA) Number CFDA Subprogram Id G5 Award year Sequence Number | Valid G5 Award number. Format = P063S   CCYYXXXX Where "P" = constant for PO indicator "063" = constant for Federal Pell Grants "S" CFDA subprogram constant followed by 3 spaces: 'P/J/Q/' constant for CFDA Subprogram ID P = Advance funded (Obligate only accounts) J = Pushed Cash (Obligate/Pay) Q = ACA (Obligate/Pay) "   " = 3 spaces CCYY = Beginning year of school year pair '2009' for 2009-2010. XXXX = unique value for each funded institution | |
| 46 | 53 | 8 | D | Transaction Date | Effective date of financial transaction created by COD for submission to G5. | Valid Date in CCYYMMDD format. | |
| 54 | 54 | 1 | A | Sign Indicator | Indicates whether the Adjustment Amount is an increase or a decrease | P = positive (Increase) N = negative (Decrease) | |
| 55 | 65 | 11 | N | Adjustment Amount | Amount of individual adjustment. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point.  Range = 00000000000 to 99999999999 | |
| 66 | 73 | 8 | D | Process Date | The date COD processed the adjustment. | Valid date in CCYYMMDD format. | |
| 74 | 103 | 30 | A/N | Adjustment Document/Batch ID | Document/Batch ID generated by COD. | Format of Document ID  CCYY-MM-DDTHH:mm:ss.ff99999999 where: CCYY-MM-DD-date document created T=constant HH:mm:ss.ff=time document created 99999999=Entity ID of reporting campus. | For Phase-In Participants only, batch id is still 26 characters in length and left justified in the full 30 positions. |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|-------|------|-----|------|------------|-------------|--------------|------------------------|
| **Pell Grant Electronic Statement of Account (ESOA) Record** ... **Detail** | | | | | | | |
| 104 | 200 | 97 | A | Unused | Reserved for future expansion | Constant spaces | |
| | | **200** | | **Total Record Length** | | | |

## *Pell Grant Multiple Reporting Record (MRR)*

The Pell Grant Multiple Reporting Record (MRR) provides information to a school about a student's origination and disbursement status at other schools and the amount of the scheduled Pell Grant award disbursed.  The MRR identifies two primary types of multiple reporting conditions:  concurrent enrollment and potential overaward situations.

### Business Rules

1.  An MRR can be COD system generated or may be requested by the school via batch data request, or COD web site.

2.  The MRR is provided in fixed-length, flat file format.

3.  The MRR is sent from the COD System using message class `PGMR10OP`.

### Record Layout

| Pell Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 2 | 2 | A | Record Type | Code that indicates the reason the institution is receiving the record. | RO = Data request for Origination information. RD = Data request for Disbursement information. RN = No MRR information found CE = The student is concurrently enrolled PB = The student is in a POP situation. The school listed on the MRR was not the first that disbursed funds to the student. PR = The student is in a POP situation. The school listed on the MRR was the first school to disburse funds to the student. PU = The student is no longer in a POP situation. BC = The student is in a POP condition and is concurrently enrolled. The school listed on the MRR was not the first that disbursed funds to the student RC = The student is in a POP condition and is concurrently enrolled. The school listed on the MRR was the first school to disburse funds to the student. | |
| 3 | 8 | 6 | N | Requesting Institution Pell-ID | Pell-ID of the requesting attended campus of the student. Will be blank for concurrent enrollment and potential over award records. | Must be a valid Pell-ID assigned by the Department of Education. May be BLANK. | |
| 9 | 9 | 1 | A | Multiple Reporting Request Code 1 | Indicates the institution is requesting origination or disbursement information.  Will be blank for concurrent enrollment and potential over award records. | O = Send origination information D = Send disbursement information May be BLANK. | |

| Pell Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 10 | 10 | 1 | A | Multiple Reporting Request Code 2 | Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment and potential over award records. | A = Send list of other institutions for all students S = Send list of other institutions for students listed in record. I = Send student for institution listed in record May be blank. | |
| 11 | 21 | 11 | A | MR Student ID | The Student SSN and Name code for which a MR is requested. Will be blank for concurrent enrollment and potential over award records. | Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z; . (period); ' (apostrophe); - (dash); Blank = no last name | |
| 22 | 27 | 6 | N | MR Institution Pell-ID | The institution code for which MR are requested. Will be blank for concurrent enrollment and potential over award records. | Valid Pell-ID. May be blank. | |
| 28 | 36 | 9 | N | Student Original SSN | Student's Original SSN from the origination record. | 001010001 to 999999999 | |
| 37 | 38 | 2 | A | Original Name Code | Student's name code from the origination record. | Uppercase A to Z; . (period); ' (apostrophe); - (dash) Blank (no last name). | |
| 39 | 44 | 6 | N | Institution Pell-ID | Pell-ID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record. | Must be a valid Pell-ID assigned by the Department of Education. | |
| 45 | 114 | 70 | A/N | Institution Name | The name of the institution. | | |
| 115 | 149 | 35 | A/N | Institution Street Address - Line 1 | The street or post office box address of institution. | | |
| 150 | 184 | 35 | A/N | Institution Street Address - Line 2 | The street or post office box address of institution. | | |
| 185 | 209 | 25 | A/N | Institution City | The city in which the institution is located. | | |
| 210 | 211 | 2 | A | Institution State | The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located. | | |
| 212 | 220 | 9 | A/N | Zip Code | The zip code of the institution. | | |
| 221 | 250 | 30 | A/N | Financial Aid Administrator (FAA) Name | The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE. | | |
| 251 | 260 | 10 | N | FAA Telephone Number | The working phone number for the person indicated as FAA. | Includes area code, but not parentheses or dashes. | |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|-------|------|-----|------|------------|-------------|--------------|------------------------|
| 261 | 270 | 10 | A/N | FAA Fax Number (Optional) | The working fax number used by the person indicated as FAA. | May be BLANK. Otherwise includes area code, but not parentheses or dashes. | |
| 271 | 320 | 50 | A/N | Internet Address | Internet address of an authorized official. | May be BLANK. | |
| 321 | 327 | 7 | N | Scheduled Federal Pell Grant | Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year | Range = 0000000 to AWARD AMOUNT MAX | |
| 328 | 334 | 7 | N | Origination Award Amount | Annual award amount supplied on the origination record. | Range = 0000000 to AWARD AMOUNT MAX | |
| 335 | 336 | 2 | N | Transaction Number | CPS-assigned Transaction number from the eligible SAR used to calculate the award. | Range = 01 to 99 | |
| 337 | 341 | 5 | N | Expected Family Contribution | Amount of the student's Expected Family Contribution (EFC) from the SAR used to calculate the award. | Range = 00000 to EFC MAXIMUM | |
| 342 | 349 | 8 | D | Enrollment Date | First date the student was enrolled in an eligible program for the award year. | CCYYMMDD Range = 20090101 to 20100630 | |
| 350 | 357 | 8 | D | Origination Create Date | Date the origination was created in COD database. | CCYYMMDD Range = 20090331 to 20150930 | |
| 358 | 364 | 7 | N | Total of Disbursements Accepted | Total amount of all disbursements accepted by the Federal Pell Grant Program for the POP student. | Range = 0000000 to AWARD AMOUNT MAX | |
| 365 | 372 | 8 | D | Last Activity Date | Date the last payment was received from the institution. | Format = CCYYMMDD | |
| 373 | 380 | 8 | D | Next Estimated Disbursement Date | Date of the next estimated disbursement date. | Blank or CCYYMMDD Range = TBD (Date Pell Payment Schedule published on IFAP) to 20150930 | |
| 381 | 385 | 5 | A | Unused | Reserved for future expansion | Constant spaces | |
| 386 | 395 | 10 | N | ED Use Flags | Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify | Format = 0000000000 – 1111111111<br><br>Values:<br>0 – indicates not set<br>1 – indicates flag is set<br><br>Where:<br>Each digit signifies a different situation<br>1st = Shared SAR ID<br>2nd = Reserved for future use.<br>3rd = Concurrent Enrollment<br>4th = POP<br>5th through 10th = Reserved for future use. | |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|-------|------|-----|------|------------|-------------|--------------|------------------------|
| Pell Grant Multiple Reporting Record ||||||||
| 396 | 411 | 16 | A/N | Student's Last Name | The last name of the student for this CPS transaction number. | A to Z, 0 to 9, period, apostrophe, hyphen or blank | |
| 412 | 423 | 12 | A/N | Student's First Name | The first name of the student for this CPS transaction number. | A to Z, 0 to 9 or blank | |
| 424 | 424 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction number. | A to Z or blank | |
| 425 | 432 | 8 | D | Student's Date of Birth | The date of birth of the student for this CPS transaction number. | Format = CCYYMMDD | |
| 433 | 441 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing. | Valid Social Security Number or BLANK if not matched | |
| 442 | 448 | 7 | N | Percent Eligibility Used by Scheduled Award | The percentage of the student's eligibility used | Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %. Field can be populated with zeros. | |
| 449 | 449 | 1 | A | Additional Eligibility Indicator | Indicates whether or not a student is eligible to receive multiple Pell grants in an Award Year. | Y = Student is eligible N = Student is not eligible BLANK for 2008-2009 Award Year and prior | |
| 450 | 450 | 1 | A | Post 9-11 Deceased Veteran Dependent Indicator | Indicates whether or not a student was the dependent of a soldier who was either killed in Iraq or Afghanistan after 9/11/01, or who died due to injuries sustained in Iraq or Afghanistan after 9/11/01. | Y= Student is the dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. An EFC of zero will be used to calculate the student's SFPG. N= Student is not a dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. The EFC sent to COD on the AAF will be used to calculate the student's SFPG BLANK for 2008-2009 Award Year and prior | |
| | | **450** | | **Total Record Length** | | | |

## *Pell Grant Reconciliation Report*

The Reconciliation Report is a one-record student summary of processed records and can be helpful to a school as it completes both the year-end and ongoing reconciliation processes.  This report can be downloaded, printed, or imported into a spreadsheet for comparison with the school's data.  This report provides the total YTD disbursement amount per student with COD.

### Business Rules

1.  The Reconciliation Report may be requested by the school via batch data request or COD web site.

2.  The Reconciliation Report is provided in fixed-length, flat file format.

3.  The Reconciliation report is sent from the COD System with message class `PGRC10OP`.

### Record Layout

| Pell Grant Reconciliation Report Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 16 | 16 | A/N | Student's Last Name | The last name of the student. | A to Z, 0 to 9, period, apostrophe, hyphen or blank | |
| 17 | 28 | 12 | A/N | Student's First Name | The first name of the student. | A to Z, 0 to 9 or blank | |
| 29 | 29 | 1 | A | Student's Middle Initial | The middle initial of the student. | A to Z or blank | |
| 30 | 52 | 23 | A | Unused | Reserved for future expansion | Constant spaces | |
| 53 | 61 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS.  This field equals the original SSN if the student has not changed SSN in the CPS | Valid Social Security Number or BLANK if not matched | |
| 62 | 67 | 6 | N | Reported Campus Pell-ID | Pell-ID of the reporting campus | Valid Pell-ID | |
| 68 | 69 | 2 | N | Transaction Number | CPS-assigned Transaction number from the eligible SAR used to calculate the award. | Range = 01 to 99 | |
| 70 | 74 | 5 | N | Expected Family Contribution (EFC) | The EFC supplied on the origination record. | Range 00000 to EFC MAX | |
| 75 | 81 | 7 | N | Origination Award Amount | Annual award amount supplied on the origination record. | Range = 0000000 to AWARD AMOUNT MAX | |
| 82 | 86 | 5 | N | Scheduled Award Amount | Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year | Range = 00000 to AWARD AMOUNT MAX | |
| 87 | 93 | 7 | N | YTD Disbursement Amount | Total of all the accepted Disbursement amounts for the student. | 0000000 to 9999999.  The first five positions are the whole dollars and the last two positions are the cents. | If there are no disbursements at the Pell Processor or they have all been rejected then this amount will be 0. |
| 94 | 94 | 1 | A | Verification Status | The verification status supplied on the origination record. | V: Verified W: Without Documentation S: Selected, Not Verified Or Blank | Accept 'W' and 'V', and 'S' or else set to blank for 2003 – 2004 and after. |

| Pell Grant Reconciliation Report Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 95 | 95 | 1 | A | POP Flag | Flag set in origination record when a student is in a POP situation. | Y:  student currently in POP<br>N: student previously in POP during the award year<br>Blank: student has not been in POP during the award year | |
| 96 | 96 | 1 | A | Additional Eligibility Indicator | Indicates whether or not a student is eligible to receive multiple Pell grants in an Award Year. | Y = Student is eligible<br>N = Student is not eligible<br>BLANK for 2008-2009 Award Year and prior | |
| 97 | 97 | 1 | A | Post 9-11 Deceased Veteran Dependent Indicator | Indicates whether or not a student was the dependent of a soldier who was either killed in Iraq or Afghanistan after 9/11/01, or who died due to injuries sustained in Iraq or Afghanistan after 9/11/01. | Y= Student is the dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01.  An EFC of zero will be used to calculate the student's SFPG.<br>N= Student is not a dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01.  The EFC sent to COD on the AAF will be used to calculate the student's SFPG<br>BLANK for 2008-2009 Award Year and prior | |
| 98 | 100 | 3 | A | Unused | Reserved for future expansion | Constant spaces | |
| | | **100** | | **Total Record Length** | | | |

## *Pell Grant Year-to-Date Record (YTD)*

A Year-to-Date (YTD) Record can be requested for one given student or for all Pell Grant recipients at the school and contains detailed award and disbursement data at a transaction level. The YTD Record shows the number of recipients at the school; the number of award and disbursement records that were accepted, corrected, and rejected; and, for certain edit codes, the number of times a school received that specific edit code on a response document. The YTD Record can be used to replace a corrupt database or to reconcile records with accepted data on COD.

### Business Rules

1. The Year-To-Date Record may be requested by the school via batch data request, or the COD web site.

2. The Year-To-Date Record is provided in fixed-length, flat file format.

3. The Year-To-Date Record is sent from the COD System with message class `PGYR10OP`.

### Origination Record Layout

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | YTD Record Indicator | Indicates if record is the YTD Origination, YTD Disbursement or Summary data. | Constant: "O" | |
| 2 | 24 | 23 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 25 | 33 | 9 | N | Original SSN | Student's SSN from original FAFSA for this school year | 001010001 to 999999999 | Identifier |
| 34 | 35 | 2 | A | Original Name Code | Student's name code from original FAFSA for this school year. | Uppercase A to Z; . (period); ' (apostrophe); - (dash); BLANK: no last name | Identifier |
| 36 | 41 | 6 | N | Attended Campus Pell-ID | Pell-ID of campus attended. | Valid Pell-ID | Identifier. Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary. |
| 42 | 46 | 5 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 47 | 59 | 13 | A/N | Origination Cross-Reference | This field can contain any cross-reference information useful to the institution to identify student records internally. | Institution defined | This is a School Use only field. No edits are performed in COD. Any data received in this field must be transmitted back to the school. |
| 60 | 60 | 1 | A | Action Code | Code to indicate action taken | Valid Codes: A = Accepted - all fields accepted C = Corrected - one or more fields corrected | Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attended Campus, and "Action Code". All other fields shall be blank and no other records for the student will be enclosed in batch. |
| 61 | 61 | 1 | A | Unused | Reserved for future expansion. | Constant spaces | |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Origination |
|------|------|-----|------|------------|-------------|--------------|------------------------|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 62 | 68 | 7 | N | Accepted Award amount for entire school year | Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year. | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-MAX AWARD AMOUNT | Cannot exceed Total Payment Ceiling for student – award validation performed. |
| 69 | 76 | 8 | N | Accepted Estimated Disbursement Date #1 | Date 1st disbursement to student is estimated to be made. | Format: CCYYMMDD Range:  TBD (Date Pell Payment Schedule published on IFAP) to 20150930 | |
| 77 | 84 | 8 | N | Accepted Estimated Disbursement Date #2 | Date 2nd disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 85 | 92 | 8 | N | Accepted Estimated Disbursement Date #3 | Date 3rd disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 93 | 100 | 8 | N | Accepted Estimated Disbursement Date #4 | Date 4th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 101 | 108 | 8 | N | Accepted Estimated Disbursement Date #5 | Date 5th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 109 | 116 | 8 | N | Accepted Estimated Disbursement Date #6 | Date 6th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 117 | 124 | 8 | N | Accepted Estimated Disbursement Date #7 | Date 7th disbursement to student is estimated to be made | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 125 | 132 | 8 | N | Accepted Estimated Disbursement Date #8 | Date 8th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 133 | 140 | 8 | N | Accepted Estimated Disbursement Date #9 | Date 9th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 141 | 148 | 8 | N | Accepted Estimated Disbursement Date #10 | Date 10th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 149 | 156 | 8 | N | Accepted Estimated Disbursement Date #11 | Date 11th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 157 | 164 | 8 | N | Accepted Estimated Disbursement Date #12 | Date 12th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 165 | 172 | 8 | N | Accepted Estimated Disbursement Date #13 | Date 13th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 173 | 180 | 8 | N | Accepted Estimated Disbursement Date #14 | Date 14th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 181 | 188 | 8 | N | Accepted Estimated Disbursement Date #15 | Date 15th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 189 | 196 | 8 | D | Accepted Enrollment Date | First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2004-2005 funds, report the actual start date of the student's classes for that payment period. | CCYYMMDD = Range = 20090101 to 20100630 | |
| 197 | 197 | 1 | A/N | Accepted Low Tuition and Fees Flag | Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table. | BLANK  Low Tuition does not apply | This field will be blank for the 2008-2009 Award Year and forward. |
| 198 | 198 | 1 | A | Accepted Verification Status Flag | Status of verification of applicant data by the school. | V: Verified W: Without Documentation S: Selected, Not Verified or BLANK | Accept 'W' and 'V' and 'S' or else set to blank for 2003 – 2004 and after. |
| 199 | 199 | 1 | A | Accepted Incarcerated Federal Pell Recipient Code | Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but otherwise eligible to receive Federal Pell Grants. | BLANK = Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible. N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated | |
| 200 | 201 | 2 | N | Accepted Transaction Number | CPS-assigned Transaction number from eligible SAR used to calculate the student's award | Must be numeric:  01 to 99 | Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero. |
| 202 | 206 | 5 | N | Accepted Expected Family Contribution (EFC) | Must equal the student's Expected Family Contribution from the ISIR or SAR | Range = 00000 to EFC MAXIMUM | Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero. |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|---|---|---|---|---|---|---|---|
| | | | | **Pell Grant Year-To-Date (YTD) Record** | | | **Origination** |
| 207 | 207 | 1 | N | Accepted Secondary Expected Family Contribution Code | Code indicating which EFC value is used to determine award amount | O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC.<br>S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS.<br>OR BLANK if Secondary EFC not used.<br><br>**For award year 05-06 and forward**:<br>BLANK | |
| 208 | 208 | 1 | N | Unused | Reserved for future expansion | Constant spaces | |
| 209 | 209 | 1 | N | Unused | Reserved for future expansion | Constant spaces | |
| 210 | 216 | 7 | N | Accepted Cost of Attendance | Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations. | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point.<br>Range = 0000000 to 9999999. | |
| 217 | 217 | 1 | A | Post 9-11 Deceased Veteran Dependent Indicator | Indicates whether or not a student is the dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/2001. | Y= Student is the dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. An EFC of zero will be used to calculate the student's SFPG.<br>N= Student is not a dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. The EFC sent to COD on the AAF will be used to calculate the student's SFPG. | |
| 218 | 229 | 12 | A | Unused | Reserved for future expansion | Constant spaces | |
| 230 | 232 | 3 | A/N | Institution Internal Sequence Number | This is an internal sequence number the institution can define. | Institutional defined | No editing |
| 233 | 250 | 18 | A | Unused | Reserved for expansion | Constant spaces | |
| 251 | 251 | 1 | A | Additional Eligibility Indicator | Indicates whether or not a student is eligible to receive multiple Pell grants in an Award Year. | Y = student is eligible<br>N = student is not eligible<br>BLANK for 2008-2009 Award Year and prior. | |
| 252 | 256 | 5 | N | Scheduled Federal Pell Grant | Scheduled amount for a full-time student. | Range =<br>00000 to Maximum Award Amount | Refer to the Pell Payment Schedule for the maximum Award Amount for the award year. |
| 257 | 272 | 16 | A | Student's Last Name | The last name of the student for this CPS transaction. | A – Z, 0 – 9, period, apostrophe, hyphen or blank | |
| 273 | 284 | 12 | A | Student's First Name | The first name of the student for this CPS transaction. | A – Z, 0 – 9 or blank | |
| 285 | 285 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction. | A – Z or blank | |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 286 | 294 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. | Valid Social Security Number | |
| 295 | 302 | 8 | D | Student's Date of Birth | Date of birth of the student. | Valid date of birth = CCYYMMDD | |
| 303 | 303 | 1 | A | CPS Verification Selection Code | Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported. | BLANK = Not selected by CPS for verification<br>* or Y = Selected by CPS for Institution verification of applicant data | |
| 304 | 310 | 7 | N | YTD Disbursement Amount | The total of disbursements processed by the Pell Processor | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point.<br>Range = 0000000 to AWARD AMOUNT MAX | |
| 311 | 336 | 26 | A | Unused | Reserved for future expansion | Constant spaces | |
| 337 | 344 | 8 | D | Process Date | Date this record (segment) was processed by the Federal Pell Grant program | Format = CCYYMMDD | |
| 345 | 350 | 6 | A | Unused | Reserved for future expansion | Constant spaces | |
| | | **350** | | **Total Record Length** | | | |

## Disbursement Record Layout

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | YTD Record Indicator | Indicates if record is the YTD Origination, YTD Disbursement, or Summary data. | Constant: "D" | |
| 2 | 24 | 23 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 25 | 37 | 13 | A/N | Disbursement Cross-Reference | This field can contain any cross-reference information useful to the institution to identify student records internally. | Institution defined | No editing |
| 38 | 38 | 1 | A | Action Code | Code to indicate action taken | A = Accepted - all fields accepted<br>C = Corrected - one or more fields corrected | |
| 39 | 40 | 2 | N | Disbursement Number | Number of the disbursement per student for the Award Year | Must be numeric: 01 to 99 | Identifier = 66 to 99 are Reserved for the Pell Processor system-generated disbursements |
| 41 | 47 | 7 | N | Accepted Disbursement Amount | Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount. | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point.<br>Range = 00000 to Maximum for Award Year | |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|-------|------|-----|------|------------|-------------|--------------|------------------------|
| **Pell Grant Year-To-Date (YTD) Record** | | | | | | | **Disbursement** |
| 48 | 48 | 1 | A | Accepted Sign Indicator | Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year. | P = positive<br>N = negative | |
| 49 | 56 | 8 | D | Disbursement Date | Date this disbursement was or will be made to the student. | CCYYMMDD =<br>Range = TBD (Date Pell Payment Schedule published on IFAP) to 20150930 | Process Date must be within N days prior of disbursement date. |
| 57 | 57 | 1 | A | Unused | Reserved for future expansion | Constant spaces | |
| 58 | 65 | 8 | N | Payment Period Start Date | Beginning date of Payment Period | CCYYMMDD =<br>Range = 20090101 to 20100630 or BLANK | Field is required when an institution is ineligible. |
| 66 | 72 | 7 | N | Percent Eligibility Used by Scheduled Award | The percentage of the student's eligibility used by the scheduled award at an institution. | Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %. | If there is no data for the fields, they will appear as blank. |
| 73 | 79 | 7 | N | Total Percent Eligibility Used | Total Eligibility Used across ALL Schools. | Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %. | |
| 80 | 129 | 50 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 130 | 137 | 8 | D | Disbursement Process Date | Date disbursement information was processed by the COD System. | CCYYMMDD =<br>Range = TBD (Date Pell Payment Schedule published on IFAP) to 20150930 | |
| 138 | 145 | 8 | N | Routing ID | Unique entity identifier assigned to each record | 00000002 – 99999999 | The Routing ID (RID) must be for the Attended School. |
| 146 | 149 | 4 | N | Financial Award Year | The last year in the two-year cycle of the Program's Award Year. | Format:<br>CCYY = last year in cycle = '2010' | |
| 150 | 155 | 6 | N | Attended Campus Pell-ID | Pell-ID of attended campus. Change creates new Origination/Award record. Institution must change award amounts for student at original attended campus as necessary. | Valid Pell-ID | Identifier<br>Change creates new origination /award record. Institution must change award amounts for student at original attended campus as necessary. |
| 156 | 171 | 16 | A | Student's Last Name | The last name of the student for this CPS transaction. | Valid values: A – Z, 0 – 9, period, apostrophe, hyphen or blank | |
| 172 | 183 | 12 | A | Student's First Name | The first name of the student for this CPS transaction. | Valid values:  A – Z, 0 – 9 or blank | |
| 184 | 184 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction. | Valid Values:  A – Z or blank | |
| 185 | 193 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS.  This field equals the original SSN if the student has not changed SSN in the CPS. | Valid social security number | |
| 194 | 201 | 8 | D | Student's Date of Birth | Student's Date of birth for this CPS transaction. | Valid date of birth: CCYYMMDD | |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 202 | 203 | 2 | N | Disbursement Sequence Number | The two-digit integer assigned to count the progression of disbursement adjustments for a given Disbursement Number. This numerical string tracks the number of transactions that have been processed for a previously accepted or corrected Disbursement Number. | Valid Values:  Must be incrementally sequential within the following group assignment: 01 - 65 School-Assigned 66 - 90 COD-Assigned Or Web-based transactions | If the Disbursement Release Indicator is False, the Disbursement Sequence must be 01. The Sequence Number of any disbursement submitted by a Phase-In School must be 01. All disbursements either submitted by a school or generated by the COD System, must be included in the file. Each Disbursement transaction must be written to the file in the order that it appears in the database. For example:  School submits Disb Sequence Numbers 01 and 02 for Disbursement Num 01. COD creates a system-generated Disb Sequence Number 66 and then school submits Disb Sequence Number 03. The transactions should appear in the record in the order:  01, 02, 66, and 03. |
| 204 | 204 | 1 | A/N | Disbursement Release Indicator | Value that is reported by the Full Participant school to indicate whether the disbursement is anticipated or actual.  COD sets the value to true for Disbursements accepted from Phase-In Schools. | T- True  (record for payment) F – False  (edit only, disbursement is anticipated) | If the Disbursement Sequence Number is equal to or greater than 02, then the Disbursement Release Indicator must always be True. |
| 205 | 206 | 2 | N | Previous Disbursement Sequence Number | The prior sequence number is given to substantiate the order in which Disbursement records were processed. | Valid Values:  Must be incrementally sequential within the following group assignment: 01 - 65 School-Assigned 66 - 90 COD-Assigned Or Web-based transactions BLANK (when disbursement sequence number =01 and no previous disbursement sequence number exists) | Identify the last sequence number that was processed immediately before this disbursement was accepted. |
| 207 | 350 | 144 | A/N | Unused | Reserved for future Expansion | Constant Spaces | |
| | | 350 | | **Total Record Length** | | | |

## Summary Record Layout

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | YTD Record Indicator | Indicates if record is the YTD Origination, YTD Disbursement, or Summary data. | Constant: "S" | |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 2 | 8 | 7 | N | Number of Recipients | The number of students with at least one accepted actual disbursement at this attended campus. | Range = 0000000 to 9999999 | |
| 9 | 15 | 7 | N | Total Originations | Provided by the Pell Processor. Year -to-Date number of originations received for the institution. | Range = 0000000 to 9999999 | |
| 16 | 22 | 7 | N | Originations Accepted | Provided by the Pell Processor. Year-to-Date number of originations received and accepted for the institution. | Range = 0000000 to 9999999 | |
| 23 | 29 | 7 | N | Originations Corrected | Provided by the Pell Processor. Year-to-Date number of originations received and corrected for the institution. | Range = 0000000 to 9999999 | |
| 30 | 36 | 7 | N | Originations Rejected | Provided by the Pell Processor. Year-to-Date number of originations received and rejected for the institution. | Range = 0000000 to 9999999 | |
| 37 | 43 | 7 | N | Total Disbursements | Provided by the Pell Processor. Year-to-Date number of Disbursements received for the institution. | Range = 0000000 to 9999999 | |
| 44 | 50 | 7 | N | Disbursements Accepted | Provided by the Pell Processor. Year-to-Date number of Disbursements received and accepted for the institution. | Range = 0000000 to 9999999 | |
| 51 | 57 | 7 | N | Disbursements Corrected | Provided by the Pell Processor. Year-to-Date number of Disbursements received and corrected for the institution. | Range = 0000000 to 9999999 | |
| 58 | 64 | 7 | N | Disbursements Rejected | Provided by the Pell Processor. Year-to-Date number of Disbursements received and rejected for the institution. | Range = 0000000 to 9999999 | |
| 65 | 67 | 3 | N | Comment Code XXX | Comment code number. | Range = 000 to 999 or Blank | |
| 68 | 74 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 75 | 77 | 3 | N | Comment Code XXX | Comment code number. | Range = 000 to 999 or Blank | |
| 78 | 84 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 85 | 87 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|---|---|---|---|---|---|---|---|
| **Pell Grant Year-To-Date (YTD) Record** | | | | | | | **Disbursement** |
| 88 | 94 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 95 | 97 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 98 | 104 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 105 | 107 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 108 | 114 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 115 | 117 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 118 | 124 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 125 | 127 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 128 | 134 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 135 | 137 | 3 | N | Comment Code XXX Count | Comment code number | Range = 000 to 999 or Blank | |
| 138 | 144 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 145 | 147 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 148 | 154 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 155 | 157 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 158 | 164 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 165 | 350 | 186 | A | Unused | Reserved for future expansion | Constant spaces | |
| | | **350** | | **Total Record Length** | | | |

## *SSN/Name/Date of Birth Change Report*

The SSN/Name/Date of Birth Change Report shows SSN, Name and Date of Birth changes that are initiated by any school for students attending a specific Reporting school for the current award year or two prior award years.

### Business Rules

1. The SSN/Name/Date of Birth Change Report is automatically sent to the school's SAIG mailbox on a weekly basis, when a change is initiated.

2. The SSN/Name/Date of Birth Change Report is available via SAIG in the following format:

   i.    Preformatted Text file (message class PGSN10OP)

3. The SSN/Name/Date of Birth Change Report is available via the COD web site in the following format:

   a.    Comma-Delimited (CSV)

   b.    The SSN/Name/Date of Birth Change Report available on the COD web site is the report most recently generated by COD.

> **Format Options**
> Previous versions of this report will also be available on the COD web site.

4. Although the SSN/Name/Date of Birth Change Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

## Sample SSN/Name/Date of Birth Change Report Mockup for Grants

```
RUN DATE:10/24/2009    U.S. DEPARTMENT OF EDUCATION          Page 1 of 1
                          FEDERAL GRANT PROGRAM           RUN TIME:09:55AM
                      SSN/NAME/DATE OF BIRTH CHANGE REPORT
                      REPORTING PERIOD: 2009-10-09 - 2010-01-07


*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

SCHOOL ID:  10003456                              OPE ID:  00003456
SCHOOL NAME:MNO
ADDRESS:    MNO
            Arlington, VA  12345-

PERSON LAST NAME, FIRST NAME, MI    PERSON SSN         FIELD NAME
AWARD ID                            USER               OLD VALUE
SCHOOL ID                           SCHOOL PHONE       NEW VALUE
SCHOOL NAME                         SCHOOL CITY, ST    DATE CHANGE ACCEPTED
                                    SCHOOL ZIP CODE

TONCREY, DELPHIA  U                 378901238          NAME
                                    BATCH              DELPHA T TONCREY
10003456                                               DELPHIA U TONCREY
MNO                                 Arlington, VA      2009-12-25
                                    12345-

TONDREAU, DELORSE  S                367890129          SSN
                                    BATCH              367-89-0126
10003456                                               367-89-0129
MNO                                 Arlington, VA      2009-12-25
                                    12345-

VANVOORHEES, SON  G                 533333335          SSN
                                    ABCDEF00           533-33-3334
10003456                                               533-33-3335
ATI Technical Training Center       Arlington, VA      2010-03-12
                                    12345-

VANVOORHEES, SON  G                 533333335          SSN
533333334A08003456001               ABCDEF00           533-33-3334
10003456                                               533-33-3335
ATI Technical Training Center       Arlington, VA      2010-03-12
                                    12345-


This report lists SSN/NAME/DOB changes for a student with grants from schools.
This report assists schools in identifying when demographic data changes for a
student.
```

## *Pell Grant Pending Disbursement List*

The Pending Disbursement List report provides a listing of all Pell anticipated disbursements (DRI = false) and actual disbursements (DRI = true) with a disbursement date 8 to 30 days in the future.

### Business Rules

1.  The Pending Disbursement List is automatically sent to the school's SAIG mailbox on a weekly basis in the following formats:

    a.  Preformatted Text file (message class `PGPD10OP`)

2.  The Pending Disbursement List is available via the COD web site in the following  format:

    a.  Comma-Delimited (CSV)

    b.  The Pending Disbursement List available on the COD web site is the report most recently generated by COD.

> **Format Options**
> Previous versions of this report will also be available on the COD web site.

3.  The report will be sent to schools weekly until the last day of December for the specific award year. Example: Award year 2009-2010 ends 9/30/2010; the final date that COD would generate the Pending Disbursement List for 2009-2010 would be 12/31/2010.

4.  Although the Pending Disbursement List is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

### *Sample Pell Grant Pending Disbursement List Mockup*

```
Report ID:                  U.S. Department of Education        Page 1 of 1
Run Date:02/26/2010          Federal Pell Grant Program    Run Time: 03:50PM
                             Pending Disbursement List
                             For Award Year: 2009-2010
*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*
*************************************************************************

School Name: NATIONAL EDUCATION CENTER - BRYMAN CAMPUS      Pell ID: 041234
Address: 1234 1st Street                              Routing ID: 68212345
         PUEBLO,  CO  12345-6789

Student First Name    Disb. Release Ind.              Disb. No        Disb.
Student Last Name     Disb. Date                      Disb.             Amt
SSN                   Batch ID/Document ID            Seq No.
Date of Birth

JOHN                  Y                               01        $1,000.00
ADAMS                 2009-09-03                      01
999903129             2009-09-03T07:07:07.0768212406
1985-04-15




ZACHERY               Y                               01          $850.00
TAYLOR                2009-12-19                      01
999903330             2010-02-16T14:09:08.0849296754
1985-04-15
                      Y                               02          $350.00
                      2009-12-19                      01
                      2010-02-16T14:09:08.0849296754
SUBTOTAL DISBURSEMENT AMOUNT:                                   $1,200.00

TOTAL NUMBER OF DISBURSEMENTS: 3      TOTAL DISBURSEMENT AMOUNT:  $2,200.00
```

## *Pell Grant Funded Disbursement List*

The Funded Disbursement List provides a listing of all Pell actual disbursements (DRI = true) that have been funded. This report is only for schools using the Pushed Cash/Just-in-Time funding method.

### Business Rules

1.  The Funded Disbursement List is automatically sent to the school's SAIG mailbox on a daily basis in the following formats:

    a.  Preformatted Text file (message class `PGFD10OP`)

2.  The Funded Disbursement List is available via the COD web site in the following format:

    a.  Comma-Delimited (CSV)

    b.  The Funded Disbursement List available on the COD web site is the report most recently generated by COD.

> **Format Options**
> Previous versions of this report will also be available on the COD web site.

3.  The report will be sent to schools daily until the last day of December for that specific award year. Example: Award year 2009-2010 ends 9/30/2010; the final date that COD would generate the Funded Disbursement List for 2009-2010 would be 12/31/2010.

4.  Although the Funded Disbursement List is generated daily, if there is no data for the report on a given day, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

## *Sample Pell Grant Funded Disbursement List Mockup*

| | | | | | | |
|---|---|---|---|---|---|---|
| RUN DATE: 10/11/2009 | | U.S. DEPARTMENT OF EDUCATION | | | | PAGE 1 OF 1 |
| RUN TIME: 11:21 | | FEDERAL PELL GRANT PROGRAM | | | | |
| | | FOR GRANTS TO BE FUNDED BY 10/10/2007 | | | | |
| | | FOR AWARD YEAR 2009-2010 | | | | |

* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT *

RID: 75781694                                                                       PELL ID 048119

SCHOOL NAME: UNIVERSITY OF GEORGIA

ADDRESS: 123 MAIN STREET

PUEBLO, GA 12345-4444

| STUDENT FIRST NAME LAST NAME | SSN | DATE OF BIRTH | DISB DATE | DISB NO. | DISB SEQ NO. | DISB AMT |
|---|---|---|---|---|---|---|
| PREVIOUS DOWNWARD DISBURSEMENT ADJUSTMENTS NOT YET APPLIED: | | | | | | $0.00 |
| | | | | | | |
| QUINCY B ADAMS | 999909611 | 4/15/1985 | 09/3/2009 | 01 | 02 | ($300.00) |
| TOTAL NET AMOUNT: | | | | | | ($300.00) |
| | | | | | | |
| WILLIAM H HARRISON | 999909624 | 4/15/1985 | 09/13/2009 | 01 | 02 | ($1,000.00) |
| TOTAL NET AMOUNT: | | | | | | ($1,000.00) |
| | | | | | | |
| JAMES H MONROE | 999909659 | 4/15/1985 | 09/13/2009 | 01 | 01 | $2,000.00 |
| TOTAL NET AMOUNT: | | | | | | $2,000.00 |
| | | | | | | |
| JAMES P MONROE | 999909660 | 4/15/1985 | 09/13/2009 | 01 | 01 | $3,000.00 |
| TOTAL NET AMOUNT: | | | | | | $3,000.00 |
| | | | | | | |
| | | | REFUND: | | | $ 1,300.00 |
| | | SCHOOL TOTAL DAILY NET AMOUNT: | | | | $5,000.00 |
| | | | PAYMENT: | | | $3,700.00 |
| | | TOTAL PAYMENTS PROCESSED: | | | | $3,700.00 |
| | DOWNWARD DISBURSEMENT ADJUSTMENTS NOT YET APPLIED: | | | | | $0.00 |

NEGATIVES APPEAR IN PARENTHESIS. FOR THE DISBURSEMENT ADJUSTMENTS, THE
ADJUSTED AMOUNT APPEARS ON REPORT INSTEAD OF THE NEW DISBURSEMENT AMOUNT.
DOWNWARD DISBURSEMENT ADJUSTMENTS THAT HAVEN'T NETTED AGAINST POSITIVE
DISBURSEMENTS OR REFUNDS WILL CARRY FORWARD.

## *Pell Grant Verification Status Report*

The Verification Status Report is designed to assist schools with early intervention for complying with verification requirements. It lists all students selected for verification by CPS with a verification status code of "blank" or "W".

### Business Rules

1.  The Verification Status Report is automatically sent to the school's SAIG mailbox on a monthly basis in the following format:

    a.  Preformatted Text file (message class `PGVR10OP`)

2.  The Verification Status Report is available via the COD web site in the following format:

    a.  Comma-Delimited

    b.  The Verification Status Report available on the COD web site is the report most recently generated by COD.

> **Format Options**
> Previous versions of this report will also be available on the COD web site.

3.  Schools submit a data request for the Verification Status Report either through Batch or the COD web site.

    a.  The Reporting School Entity ID is required on the data request while the Attended School Entity ID is optional.

        i.   If no Attended School Entity ID is submitted (zero filled), then the report will consist of the Reporting School and **all** the associated Attended School(s) student records.

        ii.  If an Attended School Entity ID is submitted, then the report will list the Reporting School and **only** contain that Attended School student records.

4.  The report will be sent to schools monthly until the last day of December for that specific award year. Example: Award year 2009-2010 ends 9/30/2010; the final date that COD would generate the Verification Status Report for 2009-2010 would be 12/31/2010.

5.  Although the Verification Status Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

## *Sample Pell Grant Verification Status Report Mockup, Page 1*

```
================================================================================
                        U.S. Department of Education              Page 1 of 1
  Run Date: 11/10/2009     Federal Pell Grant Program      Run Time: 11:27AM
                          Verification Status Report
                         For Award Year: 2009-2010
   *THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*


  Reporting School Name: WACO TECHNICAL INSTITUTE
  Reporting School ID: 019993


  Prev Attend. Student Name              CPS Process Dt.   COD Create Dt.
  Rpt   School  SSN                      CPS Ver. Status   COD Ver. Status
                Date of Birth            CPS High Tran.#   COD Tran.#



        019992  HOLT,JEFFERSON D         2009-06-10        2009-09-13
                999969824                Y
                1985-04-10               01                01

  Y     019992  BAKER,WILLIAM L          2009-06-17        2009-09-13
                999963454                Y
                1985-05-07               01                01

  Y     019992  LONG,BUCKY L             2009-07-16        2009-08-23
                999969847                Y                 W
                1985-06-15               01                01


  Total number of awards newly reported with status of Blank:         1
  Total number of awards newly reported with status of W:                   0
  Total number of awards previously reported with status of Blank:    1
  Total number of awards previously reported with status of W:        1

        019993  ARTELT,KELLIE J          2009-07-12        2009-09-13
                999924527                Y                 W
                1985-12-09               01                01


        019993  WEBB,ARMAND J            2009-03-02        2009-09-13
                999928256                Y
                1985-09-18               01                01

  Y     019993  FORKENBROCK,HEATH J      2009-08-02        2009-08-23
                999948489                Y                 W
                1985-02-13               02                02

  Y     019993  SECREST,RODNEY E         2009-05-26        2009-09-13
                999961308                Y
                1985-09-06               01                01

  Y     019993  SMITH,JAMISON L          2009-05-18        2009-09-13
                999986868                Y
                1985-07-28               02                02


  Total number of awards newly reported with status of Blank:         1
  Total number of awards newly reported with status of W:             1
  Total number of awards previously reported with status of Blank:    2
  Total number of awards previously reported with status of W:        1


  Summary
  Grand Total number of awards newly reported with status of Blank:         2
  Grand Total number of awards newly reported with status of W:             1
  Grand Total number of awards previously reported with status of Blank:    3
  Grand Total number of awards previously reported with status of W:        2
```

## *Sample Pell Grant Verification Status Report Mockup, Page 2*

```
================================================================================
                          U.S. Department of Education            Page 1 of 1
 Run Date: 11/08/2009     Federal Pell Grant Program        Run Time: 08:54AM
                          Verification Status Report
                          For Award Year: 2009-2010
 *THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

 Reporting School Name: ATLANTA UNIVERSITY OF COSMETOLOGY
 Reporting School ID: 099931
 Attended School Name: COLUMBUS COSMETOLOGY ACADEMY

 Prev Attend. Student Name            CPS Process Dt.   COD Create Dt.
 Rpt  School  SSN                     CPS Ver. Status   COD Ver. Status
              Date of Birth           CPS High Tran.#   COD Tran.#

      099932  BRAGG,KELLIE M          2009-10-29        2009-11-08
              999993465               Y                 W
              1985-09-26              01                01

 Y    099932  ALLEN,NICOLE L          2009-07-30        2009-09-07
              999996592               Y
              1985-12-08              01                01

 Y    099932  GARFOLI,MEREDITH L      2009-04-23        2009-08-16
              999992710               Y
              1985-07-23              01                01

 Y    099932  HATCH,KIMBERLY          2009-07-02        2009-09-07
              999999241               Y
              1985-04-19              01                01


 Total number of awards newly reported with status of Blank:         0
 Total number of awards newly reported with status of W:             1
 Total number of awards previously reported with status of Blank:    3
 Total number of awards previously reported with status of W:        0
```

## *Pell POP Report*

The Pell POP Report is sent to all schools that have reported disbursements for students that are in or have been in a POP situation for this award year. The report lists all students currently in POP, all students no longer in POP and all schools involved in the POP situations.

### Business Rules

1.  The Pell POP Report is automatically sent to the school's SAIG Mailbox on a weekly basis in the following format:

    a.  Preformatted Text file (message class `PGPR10OP`)

2.  The Pell POP Report is automatically sent to the school's Newsbox on the COD web site on a weekly basis in the following format:

    a.  Comma-Delimited (CSV)

    > The Pell POP Report is only sent to a school for that week if it currently has at least one student in POP.

3.  Schools can also submit a data request for the Pell POP Report either through Batch or the COD web site.

    a.  Pell POP Reports generated as a result of a data request are sent to the school's SAIG mailbox in Preformatted format (message class `PGPR10OP`).

    b.  The Reporting School Entity ID is required on the data request while the Attended School Entity ID is optional.

        i.  If no Attended School Entity ID is submitted (zero filled), then the report will consist of the Reporting School and all the associated Attended School(s) student records.

        ii. If an Attended School Entity ID is submitted, then the report will consist of the Reporting School and only that Attended School student records.

    c.  The report generated as of result of a data request will contain data as of the previous night's processing.

4.  The Pell POP Report is grouped by Attended School ID

    a.  Within each Attended School ID group, the Pell POP Report groups students who:

        i.  Are currently in a POP situation for this award year

        ii. Have been in a POP situation during this award year, but are no longer in a POP situation.  Students no longer in a POP situation include:

            1.  Students for whom a school has submitted a negative disbursement to resolve the situation

            2.  Students for whom COD has reduced all disbursements to $0 because the POP situation has gone unresolved for more than 30-Days

    b.  Within each grouping, students are sorted by Last Name, First Name, Middle Initial, SSN, and DOB.

5.  The Pell POP Report will be sent to schools weekly until the last day of December for that specific award year. Example:  Award year 2009-2010 ends 9/30/2010; the final date that COD would generate the Pell POP Report for 2009-2010 would be 12/31/2010.

6.  Although the Pell POP Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

## *Sample Pell Grant Funded Disbursement List Mockup, Page 1*

The following report mockup is for a Reporting school that has multiple Attending Schools.

```
DATE:  01/31/2010            U.S. DEPARTMENT OF EDUCATION              PAGE 1 OF 3
RUN TIME:  11:05:43 ET       FEDERAL PELL GRANT PROGRAM
                                  PELL POP REPORT
                             FOR AWARD YEAR:    2009-2010


REP SCHL PELL ID            002413         REP SCHL RID                12345678
REP SCHL NAME        COLUMBUS UNIVERSITY OF ARCHITECTURE AND DESIGN


** THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT **

OTH ATT     STUDENT
SCHOOL      NAME      OTH ATT                YTD            SCHEDULED   POP FLAG
PELL ID     SSN       SCHOOL      AWARD      DISBURSED      FEDERAL     BEGIN
RID         DOB       NAME        AMOUNT     AMOUNT         PELL        END DATE
ATT SCHL PELL ID            002413         ATT SCHL RID                12332112
ATT SCHL NAME       COLUMBUS UNIVERSITY OF ARCHITECTURE AND DESIGN

006354    ADAMS, CHRISTOPHER J.                                             Y
87654321  123-45-6789  KIRKWOOD COMMUNITY COLLEGE                    1/27/2010
          1/26/1985             $3,500.00     $2,025.00  $3,500.00

008415    ARTHUR, SAMUEL M.                                                 Y
5648731   777-77-7777  ROCKVILLE COUNTY COMMUNITY COLLEGE            1/7/2010
          1/27/1986             $2,000.00     $2,000.00  $2,000.00

003446    BRADLEY, MILTON                                                   Y
55467318  888-88-8888  COLUMBUS STATE UNIVERSITY                     1/10/2010
          5/13/1985             $1,500.00     $1,500.00  $1,500.00

001695    SMITH, THOMAS J                                                   N
 32165487 321-65-9874  MISSISSIPPI STATE UNIVERSITY                  11/2/2009
          10/6/1986             $2,300.00         $0.00  $2,300.00 11/24/2009



 TOTAL NUMBER OF STUDENTS IN A POP SITUATION THIS REPORTING PERIOD        3
  TOTAL NUMBER OF STUDENTS WHO ARE NO LONGER IN POP                       1
```

## *Sample Pell Grant Funded Disbursement List Mockup, Page 2*

```
DATE:  01/31/2010          U.S. DEPARTMENT OF EDUCATION              PAGE 2 OF 3
RUN TIME:  11:05:43 ET        FEDERAL PELL GRANT PROGRAM
                               PELL POP REPORT
                        FOR AWARD YEAR:    2009-2010


REP SCHL PELL ID          002413        REP SCHL RID                 12345678
REP SCHL NAME        COLUMBUS UNIVERSITY OF ARCHITECTURE AND DESIGN


** THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT **


OTH ATT  STUDENT
SCHOOL   NAME        OTH ATT              YTD          SCHEDULED   POP FLAG
PELL ID  SSN         SCHOOL      AWARD    DISBURSED     FEDERAL    BEGIN
RID      DOB         NAME        AMOUNT   AMOUNT        PELL       END DATE
ATT SCHL PELL ID          002415        ATT SCHL RID              12332112
ATT SCHL NAME        COLUMBUS UNIV OF ARCHITECTURE AND DESIGN - SOUTH



                    ** THIS REPORT CONTAINS NO DATA **
```

## *Sample Pell Grant Funded Disbursement List Mockup, Page 3*

```
DATE:  01/31/2010          U.S. DEPARTMENT OF EDUCATION              PAGE 3 OF 3
RUN TIME:  11:05:43 ET         FEDERAL PELL GRANT PROGRAM
                               PELL POP REPORT
                        FOR AWARD YEAR:    2009-2010


REP SCHL PELL ID          002413        REP SCHL RID                 12345678
REP SCHL NAME        COLUMBUS UNIVERSITY OF ARCHITECTURE AND DESIGN


** THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT **


OTH ATT  STUDENT
SCHOOL   NAME        OTH ATT              YTD          SCHEDULED   POP FLAG
PELL ID  SSN         SCHOOL      AWARD    DISBURSED     FEDERAL    BEGIN
RID      DOB         NAME        AMOUNT   AMOUNT        PELL       END DATE
ATT SCHL PELL ID          002416        ATT SCHL RID              36145782
ATT SCHL NAME        COLUMBUS UNIVERSITY - ATLANTA


002220   JOHNSON, RYAN                                                    N
54678913 535-93-9731    UNIVERSITY OF MINNESOTA                   11/10/2009
        4/27/1985                 $1,500.00        $0.00  $1,500.00 12/2/2009

    TOTAL NUMBER OF STUDENTS WHO ARE NO LONGER IN POP                    1
```

# Academic Competitiveness Grant (ACG) Reports

## *ACG Report Options*

ACG Reports are available to schools via the school's SAIG mailbox, via the school's Newsbox on the COD web site, or via data requests.

### Business Rules

1. ACG Reports for 2009-2010 are generated as fixed-length or preformatted flat files and not as XML documents.

2. ACG Reports for 2009-2010 are viewable on the COD web site in the following format:

   a. Comma-Delimited (CSV)

3. ACG Reports are sent to schools SAIG mailbox in the following format options. Format options vary by report. Not all reports are offered in all formats:

   a. Preformatted Text file

      i.   Portrait

      ii.  Courier 10

      iii. 78 characters per line

      iv.  59 lines per page

   b. Fixed-length file

4. The ACG Report delivery method and format options vary by report type. These specific options are discussed under the appropriate report section.

Below is a summary of all ACG reports and available formats generated by the COD System.

| *Format and Delivery Methods* | | | Data Request | | SAIG Mailbox | | | | COD Web Site | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Report Name** | **Sort** | **Frequency** | Batch | Web | Preformatted Text | Comma-Delimited | Pipe-Delimited | Fixed Length | PDF | Comma-Delimited |
| Electronic Statement of Account (ESOA) | | System Generated[1] or By Request | ✓ | ✓ | | | | ✓ | | |
| Multiple Reporting Record (MRR) | SSN | Daily | ✓ | ✓ | | | | ✓ | | |
| Reconciliation Report | SSN | By Request | ✓ | ✓ | | | | ✓ | | |
| Year-to-Date (YTD) file | SSN | By Request | ✓ | ✓ | | | | ✓ | | |
| Pending Disbursement List | Last Name | Weekly | | | ✓ | | | | | ✓ |

[1] If triggered by change

Schools participating in the ACG program receive the Electronic Statement of Account (ESOA) report via the school's SAIG mailbox. This report is generated when an ACG funding level changes for a school in the ACG program.

## ACG Electronic Statement of Account (ESOA)

The Electronic Statement of Account (ESOA) summarizes the status of a school's CFL versus the net drawdown for that award year and provides the YTD Total Accepted and Posted Disbursements.

### Business Rules

1. The ESOA can be COD system generated or requested via Data Request and is delivered to the school's SAIG mailbox.

2. The COD system generates an ESOA each time a school's CFL changes, for Advanced Funding Schools.

3. The ESOA is provided in the fixed-length, flat-file format.

4. The ESOA is sorted by Pell ID/Transaction Date in descending order.

5. The ESOA is sent from the COD System with message class AGAS10OP.

### Header Record Layout

| ACG Electronic Statement of Account (ESOA) Record | | | | | | | Header |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 10 | 10 | A | Header Identifier | Identify Header record in file. Left Justified. | This field is required. Constant: 'GRANT HDR ' | Missing Batch Header – Reject Batch |
| 11 | 14 | 4 | N | Data Record Length | Length of data records included in this Batch. | This field is required. Must be numeric: 0001 to 9999 | If not equal to length for Message Class, then Reject Batch. |
| 15 | 40 | 26 | A | Batch ID | Number generated by the institution to uniquely identify a specific batch of records. | This field is required. Format = XXCCYY999999CCYYMMDDHHMMSS Where: XX = batch type code (alpha) CCYY = last year in cycle: '2010' 999999 = Reporting PELL ID CCYYMMDD = date batch created HHMMSS = time batch created | Valid Batch Type codes: AA = Statement of Account  If duplicate Batch ID, then reject Batch. If Batch type does not agree with Message Class type, then reject Batch. If #R Batch and received before system startup, then reject Batch. If Batch Award Year does not agree with Message Class award year, then reject. If reporting Pell ID is ineligible, then send warning message. If Reporting Pell ID is a branch campus or has Central Funding, then reject Batch. If date batch created is > system date, then reject Batch. |
| 41 | 48 | 8 | A/N | OPE ID | The OPE ID number assigned to the reporting institution. | Valid OPE ID number or blank. | If not blank and not equal to OPE ID associated with Pell ID, then warn the Batch. |

| ACG Electronic Statement of Account (ESOA) Record | | | | | | | Header |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 49 | 58 | 10 | A/N | Software Provider | For non-Express software provide an identifier to indicate the software provider and version number if applicable. | This field is required. Software provider defined or blank | No edits will be performed on this field. |
| 59 | 62 | 4 | A | Unused | Reserved for future expansion. | Constant spaces | |
| 63 | 63 | 1 | A | ED Use | ED Use Only – do not use | Constant Spaces | Media Type = Y for Year-to-Date |
| 64 | 68 | 5 | A/N | ED Use | ED Use Only – do not use | Constant spaces | ED Express PC software version number |
| 69 | 76 | 8 | N | Process Date | Date the corresponding Batch was processed. | Format = CCYYMMDD | Completed as a result of processing the Batch. |
| 77 | 100 | 24 | N | Batch Reject Reasons | List of up to eight 3-digit batch reject reason codes which occurred during initial editing of the Batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled. | Reject Reasons format = 000 to 999<br>Position 101 to 103 = 1st reject reason code<br>Position 104 to 106 = 2nd reject reason code<br>Position 107 to 109 = 3rd reject reason code<br>Position 110 to 112 = 4th reject reason code<br>Position 113 to 115 = 5th reject reason code<br>Position 116 to 118 = 6th reject reason code<br>Position 119 to 121 = 7th reject reason code<br>Position 122 to 124 = 8th reject reason code | Completed by COD as a result of Batch editing. These are the 200 series of edits that can be found in this section of the Technical Reference. |
| | | XX | A | Unused | Length extended to make the header record the same length as the detail records which follow. | Constant spaces | |
| | | ≥100 | | **Total Record Length** | | | |

## Summary Record Layout

| ACG Electronic Statement of Account (ESOA) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | Record Indicator | Indicates the record is summary or detail. | Constant "S"- Summary level account status | |
| 2 | 7 | 6 | N | Reporting Campus PELL-ID | PELL-ID of reporting campus | Valid PELL-ID | |
| 8 | 18 | 11 | A/N | Grantee DUNS Number | Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. | Valid DUNS number.<br>Format = 999999999BB<br>Where 999999999 is a unique number and BB are Blanks. | |
| 19 | 26 | 8 | N | Entity ID | Routing ID randomly assigned to the school by COD. | 99999999 | |
| 27 | 29 | 3 | A | Unused | Reserved for FSA use. | Constant Spaces | |

| ACG Electronic Statement of Account (ESOA) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 30 | 45 | 16 | A/N | G5 Award Number | Used to uniquely identify school accounts in the ED Office of Chief Financial Officer's G5 System. Comprised of the following fields = Program Office Indicator Catalog of Federal Domestic Assistance (CFDA) Number CFDA Subprogram Id G5 Award year Sequence Number | Valid G5 Award number. • ACG Format = P375A CCYYXXXX Where "P" = constant for PO Indicator "375" = constant for ACG "A" = constant " " 3 spaces CCYY = Beginning year of school year pair; '2009' for 2009 - 2010. XXXX = unique value for each funded institution | |
| 46 | 50 | 5 | A | Unused | Reserved for FSA use. | Constant zeroes | |
| 51 | 58 | 8 | D | Effective Date | Effective date for the CFL change | Valid Date in CCYYMMDD format. | |
| 59 | 69 | 11 | A/N | Previous Obligation | Amount of school's obligation prior to this adjustment. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | Applies to schools with obligate/pay accounts as well as schools with obligate only accounts. |
| 70 | 80 | 11 | N | Obligation Adjustment | Change in the obligation amount for this Accounting cycle. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | Applies to schools with obligate/pay accounts as well as schools with obligate only accounts. |
| 81 | 91 | 11 | N | Current Obligation Amount | Amount of school's current obligation balance. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | Applies to schools with obligate/pay accounts as well as schools with obligate only accounts. |
| 92 | 102 | 11 | A/N | Previous ACG Payments  Does not apply to ACG. | Amount of direct payments to school prior to this adjustment.  Does not apply to ACG. | Blanks  Does not apply to ACG. | Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year. Does not apply to ACG. |
| 103 | 113 | 11 | A/N | Payment Adjustment | Change in the direct payments to the schools as a result of this adjustment.  Does not apply to ACG. | Blanks  Does not apply to ACG. | Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year. Does not apply to ACG. |
| 114 | 124 | 11 | A/N | Current ACG Payments  Does not apply to ACG. | Amount of direct payments pushed to school's bank account by COD processing.  Does not apply to ACG | Blanks  Does not apply to ACG. | Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year. Does not apply to ACG. |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|-------|------|-----|------|------------|-------------|--------------|------------------------|
| | | | | **ACG Electronic Statement of Account (ESOA) Record** | | | **Summary** |
| 125 | 131 | 7 | N | YTD Total Unduplicated Recipients<br><br>Does not apply to ACG | Year-to-Date number of unduplicated recipients for institution.<br><br>Does not apply to ACG | Zeros<br><br>Does not apply to ACG | Does not apply to ACG. |
| 132 | 142 | 11 | N | YTD Accepted & Posted Disbursement Amount | YTD Total of disbursements accepted and posted by COD processing. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank | |
| 143 | 153 | 11 | A | Unused | Reserved for FSA use. | Constant spaces | |
| 154 | 164 | 11 | N | YTD Administrative Cost Allowance (ACA)<br><br>Does not apply to ACG | YTD amount of ACA paid to the institution.<br><br>Does not apply to ACG | Zeros<br><br>Does not apply to ACG | Does not apply to ACG |
| 165 | 177 | 13 | N | G5 Draw-down/Payment | Net drawdown/ payments as posted in G5, i.e.,: the sum of school-initiated drawdowns, direct payments for Obligate/Pay accounts, adjustments (+/-) less refunds and returns. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 0000000000000 to 9999999999999. | |
| 178 | 185 | 8 | D | Date of Last Activity in G5 | The date G5 last posted a transaction for the G5 Award number. | Valid date in CCYYMMDD format or Blank. | |
| 186 | 200 | 15 | A | Unused | Reserved for future expansion | Constant spaces | |
| | | **200** | | **Total Record Length** | | | |

## Detail Record Layout

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|-------|------|-----|------|------------|-------------|--------------|------------------------|
| | | | | **ACG Electronic Statement of Account (ESOA) Record** | | | **Detail** |
| 1 | 1 | 1 | A | Record Indicator | Indicates the record is summary or detail. | Constant "D" = Detailed institution activity | |
| 2 | 7 | 6 | N | Reporting Campus Pell-ID | Pell-ID of reporting campus | Valid Pell-ID | |
| 8 | 18 | 11 | A/N | Grantee DUNS Number | Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. | Valid DUNS number.<br>Format = 999999999BB<br>Where 999999999 is a unique number and BB are blanks. | |
| 19 | 26 | 8 | N | Entity ID | Routing ID randomly assigned to the school by COD. | 99999999 | |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|---|---|---|---|---|---|---|---|
| **ACG Electronic Statement of Account (ESOA) Record** | | | | | | | **Detail** |
| 27 | 29 | 3 | A | Unused | Reserved for FSA use. | Constant Spaces | |
| 30 | 45 | 16 | A/N | G5 Award Number | Used to uniquely identify school accounts in the ED Office of Chief Financial Officer's G5 System. Comprised of the following fields = Program Office Indicator Catalog of Federal Domestic Assistance (CFDA) Number CFDA Subprogram Id G5 Award year Sequence Number | Valid G5 Award number. Format = P375A CCYYXXXX Where "P" = constant for PO Indicator "375" = constant for ACG "A" = constant " " 3 spaces CCYY = Beginning year of school year pair; '2009' for 2009 - 2010. XXXX = unique value for each funded institution | |
| 46 | 53 | 8 | D | Transaction Date | Effective date of financial transaction created by COD for submission to G5. | Valid Date in CCYYMMDD format. | |
| 54 | 54 | 1 | A | Sign Indicator | Indicates whether the Adjustment Amount is an increase or a decrease | P = positive (Increase) N = negative (Decrease) | |
| 55 | 65 | 11 | N | Adjustment Amount | Amount of individual adjustment. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | |
| 66 | 73 | 8 | D | Process Date | The date COD processed the adjustment. | Valid date in CCYYMMDD format. | |
| 74 | 103 | 30 | A/N | Adjustment Document/ Batch ID | Document/Batch ID generated by COD. | Format of Document ID CCYY-MMDDTHH: mm:ss.ff99999999 where: CCYY-MM-DD-date document created T=constant HH:mm:ss.ff=time document created 99999999=Entity ID of reporting campus. | |
| 104 | 200 | 97 | A | Unused | | Reserved for future expansion | Constant spaces |
| | | **200** | | **Total Record Length** | | | |

## Trailer Record Layout

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|---|---|---|---|---|---|---|---|
| **ACG Electronic Statement of Account (ESOA) Record** | | | | | | | **Trailer** |
| 1 | 10 | 10 | A | Trailer Identifier | Identify Trailer record in file. | This field is required. Constant: 'GRANT TLR ' | Missing Batch Trailer – reject batch. No detail records—reject Batch. |
| 11 | 14 | 4 | N | Data Record Length | Length of data records included in this Batch. | This field is required. Must be numeric: 0001 to 9999 | If not equal to Data Record on Header, then reject Batch. |

| ACG Electronic Statement of Account (ESOA) Record | | | | | | | | Trailer |
|---|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits | |
| 15 | 40 | 26 | A | Batch ID | Number generated by the institution to uniquely identify a specific batch of records. | This field is required.<br><br>Format = XXCCYY999999CCYYMMDDHHMMSS<br>Where:<br>XX = batch type code    (alpha)<br>CCYY = last year in cycle = '2010'<br>999999 = Reporting PELL ID<br>CCYYMMDD = date batch created<br>HHMMSS = time batch created | If not equal to Batch ID on Header, then reject Batch.<br><br>The only valid indicator for ESOA is Valid Batch Type Codes:<br>AA = Statement of Account | |
| 41 | 46 | 6 | N | Reported Number of Records | Number of data records included in the Batch. | This field is required.  Must be numeric:  000000 to 999999 | If not equal to count of detail records in input Batch, then return warning message. | |
| 47 | 57 | 11 | N | Unused | Constant Zeros | | | |
| 58 | 58 | 1 | A | Reported Total Sign Indicator | Positive or negative sign for total amount reported. | This field is required.<br>P = Positive<br>N = Negative<br>For ESOA is constant P. | | |
| 59 | 64 | 6 | N | Accepted and Corrected Number of Records | ED USE ONLY - Number of data records accepted and corrected by the Pell Processor. | 000000 to 999999 | | |
| 65 | 75 | 11 | N | Accepted and Corrected Total of Batch | ED USE ONLY - Total Award or Disbursement amount accepted and corrected on Batch. | Dollars and cents. Use leading zeros, do not include the $ sign or decimal point. 00000000000 to 99999999999 | | |
| 76 | 76 | 1 | A | Ator | ED USE ONLY - Positive or negative sign for total amount accepted. | P = Positive<br>N = Negative | | |
| 77 | 82 | 6 | N | Number of Duplicate Records | ED USE ONLY- Number of data records that duplicate a previously accepted Origination or Disbursement record.  For all other types of batches this field is all zeroes. | 000000 to 999999 | | |
| 83 | 100 | 18 | A | Unused | Reserved for future expansion. | Constant spaces | | |
| | | XX | A | Unused | Length extended to make the trailer record the same length as the detail records. | Constant spaces | | |
| | | ≥ 100 | | **Total Record Length** | | | | |

## *ACG Multiple Reporting Record (MRR)*

The Multiple Reporting Record (MRR) provides information to a school about a student's origination and disbursement status at other schools and the amount of ACG award(s) disbursed. The ACG MRR only identifies one primary type of multiple reporting conditions: concurrent enrollment.

### Business Rules

1.  An MRR can be COD system generated or may be requested by the school via batch data request, or COD web site.

2.  The MRR is provided in fixed-length, flat file format.

3.  The MRR is sent from the COD System using message class `AGMR10OP`.

### Record Layout

| ACG Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 2 | 2 | A | Record Type | Code that indicates the reason the institution is receiving the record. | RO = Data request for Origination information. RD = Data request for Disbursement information. RN = No MRR information found CE = The student is concurrently enrolled | |
| 3 | 8 | 6 | N | Requesting Institution Pell-ID | Pell-ID of the requesting attended campus of the student. Will be blank for concurrent enrollment. | Must be a valid Pell-ID assigned by the Department of Education. May be BLANK. | |
| 9 | 9 | 1 | A | Multiple Reporting Request Code 1 | Indicates the institution is requesting origination or disbursement information. Will be blank for concurrent enrollment. | O = Send origination information D = Send disbursement information May be BLANK. | |
| 10 | 10 | 1 | A | Multiple Reporting Request Code 2 | Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment. | A = Send list of other institutions for all students S = Send list of other institutions for students listed in record. I = Send student for institution listed in record May be blank. | |
| 11 | 21 | 11 | A | MR Student ID | The Student SSN and Name code for which a MR is requested. Will be blank for concurrent enrollment. | Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z; . (period); ' (apostrophe); - (dash); Blank = no last name | |
| 22 | 27 | 6 | N | MR Institution Pell-ID | The institution code for which MR are requested. Will be blank for concurrent enrollment. | Valid Pell-ID. May be blank. | |
| 28 | 36 | 9 | N | Student Original SSN | Student's Original SSN from the origination record. | 001010001 to 999999999 | |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|---|---|---|---|---|---|---|---|
| | | | | **ACG Grant Multiple Reporting Record** | | | |
| 37 | 38 | 2 | A | Original Name Code | Student's name code from the origination record. | Uppercase A to Z; . (period); ' (apostrophe); - (dash) Blank (no last name). | |
| 39 | 44 | 6 | N | Institution Pell-ID | Pell-ID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record. | Must be a valid Pell-ID assigned by the Department of Education. | |
| 45 | 114 | 70 | A/N | Institution Name | The name of the institution. | | |
| 115 | 149 | 35 | A/N | Institution Street Address - Line 1 | The street or post office box address of institution. | | |
| 150 | 184 | 35 | A/N | Institution Street Address - Line 2 | The street or post office box address of institution. | | |
| 185 | 209 | 25 | A/N | Institution City | The city in which the institution is located. | | |
| 210 | 211 | 2 | A | Institution State | The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located. | | |
| 212 | 220 | 9 | A/N | Zip Code | The zip code of the institution. | | |
| 221 | 250 | 30 | A/N | Financial Aid Administrator (FAA) Name | The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE. | | |
| 251 | 260 | 10 | N | FAA Telephone Number | The working phone number for the person indicated as FAA. | Includes area code, but not parentheses or dashes. | |
| 261 | 270 | 10 | A/N | FAA Fax Number (Optional) | The working fax number used by the person indicated as FAA. | May be BLANK. Otherwise includes area code, but not parentheses or dashes. | |
| 271 | 320 | 50 | A/N | Internet Address | Internet address of an authorized official. | May be BLANK. | |
| 321 | 327 | 7 | N | ACG Scheduled Award | The Maximum Award Amount set prior to the beginning of the Award Year. | Range = 0000000 to AWARD AMOUNT MAX | |
| 328 | 334 | 7 | N | Origination Award Amount | Annual award amount supplied on the origination record. | Range = 0000000 to AWARD AMOUNT MAX | |
| 335 | 336 | 2 | N | Transaction Number | CPS-assigned Transaction number from the eligible SAR used to calculate the award. | Range = 01 to 99 | |
| 337 | 341 | 5 | A/N | Unused | Reserved for future expansion | Constant Spaces | |
| 342 | 349 | 8 | D | Enrollment Date | First date the student was enrolled in an eligible program for the award year. | CCYYMMDD Range = 20090101 to 20100630 | |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|-------|------|-----|------|------------|-------------|--------------|------------------------|
| **ACG Grant Multiple Reporting Record** | | | | | | | |
| 350 | 357 | 8 | D | Origination Create Date | Date the origination was created in COD database. | CCYYMMDD Range = 20090331 to 20150930 | |
| 358 | 364 | 7 | N | Total of Disbursements Accepted | Total amount of all disbursements accepted by the ACG Program. | Range = 0000000 to AWARD AMOUNT MAX | |
| 365 | 372 | 8 | D | Last Activity Date | Date the last payment was received from the institution. | Format = CCYYMMDD | |
| 373 | 380 | 8 | D | Next Estimated Disbursement Date | Date of the next estimated disbursement date. | Blank or CCYYMMDD Range = TBD (Date Pell Payment Schedule published on IFAP) to 20150930 | |
| 381 | 385 | 5 | N | Unused | Reserved for future expansion | Constant spaces | |
| 386 | 395 | 10 | N | ED Use Flags | Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify | Format = 0000000000  Where: Each digit signifies a different situation 1st = Shared SAR ID 3rd = Concurrent Enrollment 4th through 10th = Reserved for future use. | |
| 396 | 411 | 16 | A/N | Student's Last Name | The last name of the student for this CPS transaction number. | A to Z, 0 to 9, period, apostrophe, hyphen or blank | |
| 412 | 423 | 12 | A/N | Student's First Name | The first name of the student for this CPS transaction number. | A to Z, 0 to 9 or blank | |
| 424 | 424 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction number. | A to Z or blank | |
| 425 | 432 | 8 | D | Student's Date of Birth | The date of birth of the student for this CPS transaction number. | Format = CCYYMMDD | |
| 433 | 441 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during ACG processing. | Valid Social Security Number or BLANK if not matched | |
| 442 | 462 | 21 | A/N | Award ID | Award ID is a unique identifier for ACG Awards. It is a 21 byte field in the specific order of SSN (9 char.), Award Type (1 char. ACG =A), Award Year (2 char.), Pell School ID (6 char.), and Award Sequence Number (3 char.). | A = Award Type, 0 to 9 | |
| 463 | 469 | 7 | N | Percent Eligibility Used by Scheduled Award | Field is calculated by summing all of the accepted and funded disbursement records for an award, subtracting any DMCS repayments for the award, and dividing that amount by the Scheduled Award Amount for the award. | Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %. Field can be populated with zeros. | |

| ACG Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 470 | 476 | 7 | N | Total Percent Eligibility Used by Academic Year Level | Total Eligibility Used across ALL Schools and Award Years for each applicable Academic Year Level. | Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %.  Field can be populated with zeros. | |
| | | **476** | | **Total Record Length** | | | |

## *ACG Reconciliation Report*

The Reconciliation Report is a one-record student summary of processed records and can be helpful to a school as it completes both the year-end and ongoing reconciliation processes. This report can be downloaded, printed, or imported into a spreadsheet for comparison with the school's data. This report provides the total YTD disbursement amount per student with COD.

### Business Rules

1.  The Reconciliation Report may be requested by the school via batch data request or COD web site.

2.  The Reconciliation Report is provided in fixed-length, flat file format.

3.  The Reconciliation report is sent from the COD System with message class `AGRC10OP`.

### Record Layout

| ACG Reconciliation Report Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 16 | 16 | A/N | Student's Last Name | The last name of the student. | A to Z, 0 to 9, period, apostrophe, hyphen or blank | |
| 17 | 28 | 12 | A/N | Student's First Name | The first name of the student. | A to Z, 0 to 9 or blank | |
| 29 | 29 | 1 | A | Student's Middle Initial | The middle initial of the student. | A to Z or blank | |
| 30 | 50 | 21 | A/N | Award ID | Award ID is a unique identifier for ACG Awards. It is a 21 byte field in the specific order of SSN (9 char.), Award Type (1 char. ACG = A), Award Year (2 char.), Pell School ID (6 char.), and Award Sequence Number (3 char.). | A = Award Type, 0 to 9 | |
| 51 | 51 | 1 | N | Grade Level | Grade Level as reported by school to COD ACG Grant Recipient Type 0= 1st year never previously attended for ACG Grant Recipient Type 1= 1st year for ACG Grant Recipient Type 2= 2nd year for ACG Grant Recipient Type | 0 = 1st year never previously attended 1 = 1st year 2 = 2nd year | |
| 52 | 52 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 53 | 61 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS | Valid Social Security Number or BLANK if not matched | |
| 62 | 67 | 6 | N | Reported Campus Pell-ID | Pell-ID of the reporting campus | Valid Pell-ID | |
| 68 | 69 | 2 | N | Transaction Number | CPS-assigned Transaction number from the eligible SAR used to calculate the award. | Range = 01 to 99 | |
| 70 | 74 | 5 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 75 | 81 | 7 | N | Origination Award Amount | Annual award amount supplied on the origination record. | Range = 0000000 to AWARD AMOUNT MAX | |

| ACG Reconciliation Report Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 82 | 86 | 5 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 87 | 93 | 7 | N | YTD Disbursement Amount | Total of all the accepted Disbursement amounts for the student. | 0000000 to 9999999. The first five positions are the whole dollars and the last two positions are the cents. | If there are no disbursements at the Pell Processor or they have all been rejected then this amount will be 0. |
| 94 | 94 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 95 | 95 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 96 | 97 | 2 | N | Eligibility/ Payment Reason | Eligibility/Payment Reason – school submitted eligibility/payment reason for ACG Grant Recipient Type<br><br>01= High School Program (Includes Rigorous Programs of Study, State Scholars Program, DOD Schools, and BIA Schools)<br>02 = AP/IB Courses<br>03 = Coursework | 01 = Rigorous High School Program<br>02 = AP/IB Courses<br>03 = Coursework<br><br>Must not be blank. | |
| 98 | 103 | 6 | A/N | Rigorous High School Program Code | Rigorous High school program code includes the state and program code, or Department of Defense Code (6 position code). | Refer to Volume VI, Section 9 for a complete list of valid values.<br><br>Format example: TX0002<br><br>If Eligibility/Payment Reason = 01, then this value cannot be blank.<br><br>If Eligibility/Payment Reason = 01 or 02, then this value may be blank. | |
| | | 103 | | Total Record Length | | | |

## *ACG Year-to-Date (YTD) Record*

A Year-to-Date (YTD) Record can be requested for one given student or for all ACG recipients at the school and contains detailed award and disbursement data at a transaction level. The YTD Record shows the number of recipients at the school; the number of award and disbursement records that were accepted and rejected; and, for certain edit codes, the number of times a school received that specific edit code on a response document. The YTD Record can be used to replace a corrupt database or to reconcile records with accepted data on COD.

### Business Rules

1. The Year-To-Date Record may be requested by the school via batch data request, or the COD web site.

2. The Year-To-Date Record is provided in fixed-length, flat file format.

3. The Year-To-Date Record is sent from the COD System with message class AGYR10OP.

### Origination Record Layout

| ACG Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | YTD Record Indicator | Indicates if record is the YTD Origination, YTD Disbursement or Summary data. | Constant: "O" | |
| 2 | 22 | 21 | A/N | Award ID | Award ID is a unique identifier for ACG Awards. Award ID is a unique identifier for the ACG Awards. It is a 21 byte field in the specific order of SSN (9 char.), Award Type (1 char. ACG = A), Award Year (2 char.), Pell School ID (6 char.), and Award Sequence Number (3 char.). | A = Award Type, 0 to 9 | |
| 23 | 23 | 1 | N | Grade Level | Grade Level as reported by school to COD for ACG Grant Recipient Type 0= 1st year never previously attended for ACG Grant Recipient Type 1= 1st year for ACG Grant Recipient Type 2= 2nd year for ACG Grant Recipient Type | 0 = 1st year never previously attended 1 = 1st year 2 = 2nd year | |
| 24 | 24 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 25 | 33 | 9 | N | Original SSN | Student's SSN from original FAFSA for this school year | 001010001 to 999999999 | Identifier |
| 34 | 35 | 2 | A | Original Name Code | Student's name code from original FAFSA for this school year. | Uppercase A to Z; . (period); ' (apostrophe); - (dash); BLANK: no last name | Identifier |
| 36 | 41 | 6 | N | Attended Campus Pell-ID | Pell-ID of campus attended. | Valid Pell-ID | Identifier Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary. |

| ACG Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 42 | 46 | 5 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 47 | 59 | 13 | A/N | Origination Cross-Reference | This field can contain any cross-reference information useful to the institution to identify student records internally. | Institution defined | This is a School Use only field. No edits are performed in COD. Any data received in this field must be transmitted back to the school. |
| 60 | 60 | 1 | A | Action Code | Code to indicate action taken | Valid Codes: A = Accepted - all fields accepted | Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attended Campus, and "Action Code". All other fields shall be blank and no other records for the student will be enclosed in batch. |
| 61 | 61 | 1 | A | Unused | Reserved for future expansion. | Constant spaces | |
| 62 | 68 | 7 | N | Accepted Award amount for entire school year | Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire ACG award year. | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range: 0000000-MAX AWARD AMOUNT | Cannot exceed Total Payment Ceiling for student – award validation performed. |
| 69 | 76 | 8 | N | Accepted Estimated Disbursement Date #1 | Date 1st disbursement to student is estimated to be made. | Format: CCYYMMDD Range: TBD (Date Pell Payment Schedule published on IFAP) to 20150930 | |
| 77 | 84 | 8 | N | Accepted Estimated Disbursement Date #2 | Date 2nd disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 85 | 92 | 8 | N | Accepted Estimated Disbursement Date #3 | Date 3rd disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 93 | 100 | 8 | N | Accepted Estimated Disbursement Date #4 | Date 4th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 101 | 108 | 8 | N | Accepted Estimated Disbursement Date #5 | Date 5th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 109 | 116 | 8 | N | Accepted Estimated Disbursement Date #6 | Date 6th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 117 | 124 | 8 | N | Accepted Estimated Disbursement Date #7 | Date 7th disbursement to student is estimated to be made | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 125 | 132 | 8 | N | Accepted Estimated Disbursement Date #8 | Date 8th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |

| ACG Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 133 | 140 | 8 | N | Accepted Estimated Disbursement Date #9 | Date 9th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 141 | 148 | 8 | N | Accepted Estimated Disbursement Date #10 | Date 10th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 149 | 156 | 8 | N | Accepted Estimated Disbursement Date #11 | Date 11th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 157 | 164 | 8 | N | Accepted Estimated Disbursement Date #12 | Date 12th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 165 | 172 | 8 | N | Accepted Estimated Disbursement Date #13 | Date 13th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 173 | 180 | 8 | N | Accepted Estimated Disbursement Date #14 | Date 14th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 181 | 188 | 8 | N | Accepted Estimated Disbursement Date #15 | Date 15th disbursement to student is estimated to be made. | Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK | |
| 189 | 196 | 8 | D | Accepted Enrollment Date | First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the ACG award year (July 1), report the actual start date of the student's classes for that payment period. | CCYYMMDD = Range = 20090101 to 20100630 | |
| 197 | 197 | 1 | A/N | Unused | Reserved for future expansion | Constant Spaces | |
| 198 | 198 | 1 | A/N | Unused | Reserved for future expansion | Constant Spaces | |
| 199 | 199 | 1 | A/N | Unused | Reserved for future expansion | Constant Spaces | |
| 200 | 201 | 2 | N | Accepted Transaction Number | CPS-assigned Transaction number from eligible SAR used to calculate the student's award | Must be numeric: 01 to 99 | Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero. |
| 202 | 206 | 5 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 207 | 207 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 208 | 208 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 209 | 209 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 210 | 216 | 7 | A/N | Unused | Reserved for future expansion | Constant spaces | |

| ACG Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 217 | 217 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 218 | 219 | 2 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 220 | 221 | 2 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 222 | 225 | 4 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 226 | 229 | 4 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 230 | 232 | 3 | A/N | Institution Internal Sequence Number | This is an internal sequence number the institution can define. | Institutional defined | No editing |
| 233 | 234 | 2 | N | Eligibility/ Payment Reason | Eligibility/Payment Reason – school submitted eligibility/payment reason for ACG Grant Recipient Type

01= High School Program (Includes Rigorous Programs of Study, State Scholars Program, DOD Schools, and BIA Schools)
02 = AP/IB Courses
03 = Coursework | 01 = Rigorous High School Program
02 = AP/IB Courses
03 = Coursework

Must not be blank. | |
| 235 | 240 | 6 | A/N | Rigorous High School Program Code | Rigorous High school program code includes the state and the rigorous state scholars program code or the state and the state scholars program code or the state and the DOD school program code OR the state and the Bureau of Indian Affairs and program code (6 position code). Format Example: TX0002

If position Eligibility/Payment Reason (fields 233 – 234) = 01 then a 6 byte high school program code will be required here.

If position Eligibility/Payment Reason (fields 233 – 234) = 02 or 03 then a 6 byte high school program code will be blank. | Refer to Volume VI, Section 9 for a complete list of valid values.

Format example:  TX0002 or DD0001

If Eligibility/Payment Reason = 01, then this value cannot be blank.

If Eligibility/Payment Reason = 01 or 02, then this value may be blank. | |
| 241 | 251 | 11 | A/N | Unused | Reserved for expansion | Constant spaces | |
| 252 | 256 | 5 | N | ACG Scheduled Award | The Maximum Award Amount set prior to the beginning of the Award Year. | Range = 0000000 to AWARD AMOUNT MAX | |
| 257 | 272 | 16 | A | Student's Last Name | The last name of the student for this CPS transaction. | A – Z, 0 – 9, period, apostrophe, hyphen or blank | |
| 273 | 284 | 12 | A | Student's First Name | The first name of the student for this CPS transaction. | A – Z, 0 – 9 or blank | |
| 285 | 285 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction. | A – Z or blank | |

| ACG Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 286 | 294 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. | Valid Social Security Number | |
| 295 | 302 | 8 | D | Student's Date of Birth | Date of birth of the student. | Valid date of birth = CCYYMMDD | |
| 303 | 303 | 1 | A/N | Unused | Reserved for expansion | Constant spaces | |
| 304 | 310 | 7 | N | YTD Disbursement Amount | The total of disbursements processed | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX | |
| 311 | 336 | 26 | A | Unused | Reserved for future expansion | Constant spaces | |
| 337 | 344 | 8 | D | Process Date | Date this record (segment) was processed by the Federal ACG program | Format = CCYYMMDD | |
| 345 | 350 | 6 | A | Unused | Reserved for future expansion | Constant spaces | |
| | | **350** | | **Total Record Length** | | | |

## Disbursement Record Layout

| ACG Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | YTD Record Indicator | Indicates if record is the YTD Origination, YTD Disbursement, or Summary data. | Constant: "D" | |
| 2 | 22 | 21 | A/N | Award ID | Award ID. is a unique identifier for ACG Awards. It is a 21 byte field in the specific order of SSN (9 char.), Award Type (1 char. ACG =A), Award Year (2 char.), Pell School ID (6 char.), and Award Sequence Number (3 char.). | A = Award Type, 0 to 9 | |
| 23 | 23 | 1 | N | Grade Level | Grade Level as reported by school to COD for ACG Grant Recipient Type 0= 1st year never previously attended for ACG Grant Recipient Type 1= 1st year for ACG Grant Recipient Type 2= 2nd year for ACG Grant Recipient Type | 0 = 1st year never previously attended 1 = 1st year 2 = 2nd year | |
| 24 | 24 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 25 | 37 | 13 | A/N | Disbursement Cross-Reference | This field can contain any cross-reference information useful to the institution to identify student records internally. | Institution defined | No editing |
| 38 | 38 | 1 | A | Action Code | Code to indicate action taken | A = Accepted - all fields accepted | |

| ACG Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 39 | 40 | 2 | N | Disbursement Number | Number of the disbursement per student for the Award Year | Must be numeric: 01 to 99 | Identifier = 66 to 99 are Reserved for system-generated disbursements |
| 41 | 47 | 7 | N | Accepted Disbursement Amount | Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount. | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point. Range = 00000 to Maximum for Award Year | |
| 48 | 48 | 1 | A | Accepted Sign Indicator | Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year. | P = positive N = negative | |
| 49 | 56 | 8 | D | Disbursement Date | Date this disbursement was or will be made to the student. | CCYYMMDD = Range = TBD (Date Pell Payment Schedule published on IFAP) to 20150930 | Process Date must be within N days prior of disbursement date. |
| 57 | 57 | 1 | A | Unused | Reserved for future expansion | Constant spaces | |
| 58 | 65 | 8 | N | Payment Period Start Date | Beginning date of Payment Period | CCYYMMDD = Range = 20090101 to 20100630 or BLANK | Field is required when an institution is ineligible. |
| 66 | 72 | 7 | N | Percent Eligibility Used by Scheduled Award | Field is calculated by summing all of the accepted and funded disbursement records for an award, subtracting any DMCS repayments for the award, and dividing that amount by the Scheduled Award Amount for the award. | Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %. | |
| 73 | 79 | 7 | N | Total Percent Eligibility Used by Academic Year Level | Total Eligibility Used across ALL Schools and Award Years for each applicable Academic Year Level. | Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %. | |
| 80 | 129 | 40 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 130 | 137 | 8 | D | Disbursement Process Date | Date disbursement information was processed by the COD System. | CCYYMMDD = Range = TBD (Date Pell Payment Schedule published on IFAP) to 20150930 | |
| 138 | 145 | 8 | N | Routing ID | Unique entity identifier assigned to each record | 00000002 – 99999999 | The Routing ID (RID) must be for the Attended School. |
| 146 | 149 | 4 | N | Financial Award Year | The last year in the two-year cycle of the Program's Award Year. | Format: CCYY = last year in cycle = '2010' | |
| 150 | 155 | 6 | N | Attended Campus Pell-ID | Pell-ID of attended campus. Change creates new Origination/Award record. Institution must change award amounts for student at original attended campus as necessary. | Valid Pell-ID | Identifier Change creates new origination /award record. Institution must change award amounts for student at original attended campus as necessary. |
| 156 | 171 | 16 | A | Student's Last Name | The last name of the student for this CPS transaction. | Valid values: A – Z, 0 – 9, period, apostrophe, hyphen or blank | |

| ACG Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 172 | 183 | 12 | A | Student's First Name | The first name of the student for this CPS transaction. | Valid values: A – Z, 0 – 9 or blank | |
| 184 | 184 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction. | Valid Values: A – Z or blank | |
| 185 | 193 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. | Valid social security number | |
| 194 | 201 | 8 | D | Student's Date of Birth | Student's Date of birth for this CPS transaction. | Valid date of birth: CCYYMMDD | |
| 202 | 203 | 2 | N | Disbursement Sequence Number | The two-digit integer assigned to count the progression of disbursement adjustments for a given Disbursement Number. This numerical string tracks the number of transactions that have been processed for a previously accepted or corrected Disbursement Number. | Valid Values: Must be incrementally sequential within the following group assignment: 01 - 65 School-Assigned 66 - 90 COD-Assigned Or Web-based transactions | If the Disbursement Release Indicator is False, the Disbursement Sequence must be 01. All disbursements either submitted by a school or generated by the COD System, must be included in the file. Each Disbursement transaction must be written to the file in the order that it appears in the database. For example: School submits Disb Sequence Numbers 01 and 02 for Disbursement Num 01. COD creates a system-generated Disb Sequence Number 66 and then school submits Disb Sequence Number 03. The transactions should appear in the record in the order: 01, 02, 66, and 03. |
| 204 | 204 | 1 | A/N | Disbursement Release Indicator | Value that is reported by the school to indicate whether the disbursement is anticipated or actual.<br><br>COD sets the value to true for Disbursements accepted from Phase-In Schools. | T- True (record for payment) F – False (disbursement is anticipated) | If the Disbursement Sequence Number is equal to or greater than 02, then the Disbursement Release Indicator must always be True. |
| 205 | 206 | 2 | N | Previous Disbursement Sequence Number | The prior sequence number is given to substantiate the order in which Disbursement records were processed. | Valid Values: Must be incrementally sequential within the following group assignment: 01 - 65 School-Assigned 66 - 90 COD-Assigned Or Web-based transactions BLANK (when disbursement sequence number =01 and no previous disbursement sequence number exists) | Identify the last sequence number that was processed immediately before this disbursement was accepted. |
| 207 | 350 | 144 | A/N | Unused | Reserved for future Expansion | Constant Spaces | |
| | | 350 | | Total Record Length | | | |

# Summary Record Layout

| ACG Year-To-Date (YTD) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | YTD Record Indicator | Indicates if record is the YTD Origination, YTD Disbursement, or Summary data. | Constant: "S" | |
| 2 | 8 | 7 | N | Number of Recipients | The number of students with at least one accepted actual disbursement at this attended campus. | Range = 0000000 to 9999999 | |
| 9 | 15 | 7 | N | Total Originations | Year -to-Date number of originations received for the institution. | Range = 0000000 to 9999999 | |
| 16 | 22 | 7 | N | Originations Accepted | Year-to-Date number of originations received and accepted for the institution. | Range = 0000000 to 9999999 | |
| 23 | 29 | 7 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 30 | 36 | 7 | N | Originations Rejected | Year-to-Date number of originations received and rejected for the institution. | Range = 0000000 to 9999999 | |
| 37 | 43 | 7 | N | Total Disbursements | Year-to-Date number of Disbursements received for the institution. | Range = 0000000 to 9999999 | |
| 44 | 50 | 7 | N | Disbursements Accepted | Year-to-Date number of Disbursements received and accepted for the institution. | Range = 0000000 to 9999999 | |
| 51 | 57 | 7 | N | Unused | Reserved for future expansion | Constant spaces | |
| 58 | 64 | 7 | A/N | Disbursements Rejected | Provided by the ACG Processor. Year-to-Date number of Disbursements received and rejected for the institution. | Range = 0000000 to 9999999 | |
| 65 | 67 | 3 | N | Comment Code XXX | Comment code number. | Range = 000 to 999 or Blank | |
| 68 | 74 | 7 | N | Comment Code XXX Count | Provided by the ACG Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 75 | 77 | 3 | N | Comment Code XXX | Comment code number. | Range = 000 to 999 or Blank | |
| 78 | 84 | 7 | N | Comment Code XXX Count | Provided by the ACG Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 85 | 87 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 88 | 94 | 7 | N | Comment Code XXX Count | Provided by the ACG Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 95 | 97 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |

| ACG Year-To-Date (YTD) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 98 | 104 | 7 | N | Comment Code XXX Count | Provided by the ACG Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 105 | 107 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 108 | 114 | 7 | N | Comment Code XXX Count | Provided by the ACG Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 115 | 117 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 118 | 124 | 7 | N | Comment Code XXX Count | Provided by the ACG Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 125 | 127 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 128 | 134 | 7 | N | Comment Code XXX Count | Provided by the ACG Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 135 | 137 | 3 | N | Comment Code XXX Count | Comment code number | Range = 000 to 999 or Blank | |
| 138 | 144 | 7 | N | Comment Code XXX Count | Provided by the ACG Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 145 | 147 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 148 | 154 | 7 | N | Comment Code XXX Count | Provided by the ACG Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 155 | 157 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 158 | 164 | 7 | N | Comment Code XXX Count | Provided by the ACG Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 165 | 350 | 186 | A | Unused | Reserved for future expansion | Constant spaces | |
| | | 350 | | Total Record Length | | | |

## *ACG Pending Disbursement List*

This report provides a listing of all ACG anticipated disbursements (DRI = false).

### Business Rules

1. The Pending Disbursement List is automatically sent to the school's SAIG mailbox on a weekly basis in the following formats:

    a. Preformatted Text file (message class `AGPD10OP`)

2. The Pending Disbursement List is available via the COD web site in the following  format:

    a. Comma-Delimited (CSV)

    b. The Pending Disbursement List available on the COD web site is the report most recently generated by COD.

> **Format Options**
> Previous versions of this report will also be available on the COD web site.

3. The report will be sent to schools weekly until the last day of December for the specific award year. Example: Award year 2009-2010 ends 9/30/2010; the final date that COD would generate the Pending Disbursement List for 2009-2010 would be 12/31/2010.

Although the Pending Disbursement List is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

### Comma-Delimited (CSV) Detail Record Layout

| ACG Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Award Year | 2009-2010 and forward |
| Comma | Delimiter | , |
| B | School Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Routing ID (External School ID.) | 8 digit number.<br>0–9 |
| Comma | Delimiter | , |
| D | PELL ID (School PL ID) | Number field |
| Comma | Delimiter | , |
| E | Address (School Address) | Character field:<br>40 characters per line (up to three address lines):<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| F | CityStateZip | Character field:<br>0–9 |

| ACG Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| | | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| G | Student First Name | Character field:<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| H | Student Last Name | Character field:<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| I | SSN (Student Social Security Number) | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| J | Date of Birth (Student Date of Birth) | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| K | Award ID (Student Award ID) | Character field:<br>123456789A10123456001<br><br>21 character award ID of an ACG<br><br>The components of the Award ID are:<br>Person's SSN:<br>      001010001–999999998<br>Program Indicator ('A' for ACG)<br>Award Year: 10, for 2009-2010<br>Pell School code:<br>      000000-999999<br>Sequence Number:<br>      001-999 |
| Comma | Delimiter | , |
| L | Grade Level (Student Grade Level) | Number field:<br>1 digit number, 0-4<br>For ACG:<br>0, 1 or 2 |
| Comma | Delimiter | , |
| M | Batch ID/Document ID | Character field:<br>Example:<br>2008-09-18T20:19:25.4372193049 |
| Comma | Delimiter | , |

| ACG Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| N | Disb. Release Ind. (Disbursement Release Indicator) | Character field: <br> 'N' for No |
| Comma | Delimiter | , |
| O | Disb. Date (Disbursement Date) | Date field: <br> Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| P | Disb. No. (Disbursement Number – sequential number which uniquely identifies a disbursement for an award.) | Number field: <br> 1-99 |
| Comma | Delimiter | , |
| Q | Disb. Seq No. (Disbursement Sequence Number – determines the order in which transactions must be processed for a given disbursement number.) | Number field: <br> 1-999 |
| Comma | Delimiter | , |
| R | Disbursement Amount | Decimal field |
| Comma | Delimiter | , |
| S | Subtotal Disbursement Amount for Student | Decimal field |
| Comma | Delimiter | , |
| T | Total Number of Disbursements (the count of all disbursements on the report) | Number field |
| Comma | Delimiter | , |
| U | Total Disbursement Amount (the sum of all disbursements on the report) | Decimal field |

# National Science and Mathematics Access to Retain Talent (SMART) Grant Reports

## *National SMART Grant Report Options*

National SMART Grant Reports are available to schools via the school's SAIG mailbox, via the school's Newsbox on the COD web site, or via data requests.

### Business Rules

1. National SMART Grant Reports for 2009-2010 are generated as fixed-length or preformatted flat files and not as XML documents.

2. National SMART Grant Reports for 2009-2010 are viewable on the COD web site in the following format:

   a. Comma-Delimited (CSV)

3. National SMART Grant Reports are sent to schools SAIG mailbox in the following format options.  Format options vary by report.  Not all reports are offered in all formats:

   a. Preformatted Text file

      i. Portrait

      ii. Courier 10

      iii. 78 characters per line

      iv. 59 lines per page

   b. Fixed-length file

4. The National SMART Grant Report delivery method and format options vary by report type. These specific options are discussed under the appropriate report section.

Below is a summary of all National SMART Grant reports and available formats generated by the COD System.

| Format and Delivery Methods | | | Data Request | | SAIG Mailbox | | | | COD Web Site | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Report Name** | **Sort** | **Frequency** | Batch | Web | Preformatted Text | Comma-Delimited | Pipe-Delimited | Fixed Length | PDF | Comma-Delimited |
| Electronic Statement of Account (ESOA) | SSN | System Generated[1] or By Request | ✓ | ✓ | | | | ✓ | | |
| Multiple Reporting Record (MRR) | SSN | Daily | ✓ | ✓ | | | | ✓ | | |
| Reconciliation Report | SSN | By Request | ✓ | ✓ | | | | ✓ | | |
| Year-to-Date (YTD) file | SSN | By Request | ✓ | ✓ | | | | ✓ | | |
| Pending Disbursement List | Last Name | Weekly | | | ✓ | | | | | ✓ |

[1.] If triggered by change

Schools participating in the National SMART Grant program receive the Electronic Statement of Account (ESOA) report via the school's SAIG mailbox. This report is generated when a National SMART Grant funding level changes for a school in the National SMART Grant program.

## *National SMART Grant Electronic Statement of Account (ESOA)*

The Electronic Statement of Account (ESOA) summarizes the status of a school's CFL versus the net drawdown for that award year and provides the YTD Total Accepted and Posted Disbursements.

### Business Rules

1. The ESOA can be COD system generated or requested via Data Request and is delivered to the school's SAIG mailbox.

2. The COD system generates an ESOA each time a school's CFL changes, for Advanced Funding Schools.

3. The ESOA is provided in the fixed-length, flat file format.

4. The ESOA is sorted by Pell ID/Transaction Date in descending order.

5. The ESOA is sent from the COD System with message class `SGAS10OP`.

### Header Record Layout

| National SMART Grant Electronic Statement of Account (ESOA) Record | | | | | | | Header |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 10 | 10 | A | Header Identifier | Identify Header record in file. Left Justified. | This field is required. Constant: 'GRANT HDR ' | Missing Batch Header – Reject Batch |
| 11 | 14 | 4 | N | Data Record Length | Length of data records included in this Batch. | This field is required. Must be numeric: 0001 to 9999 | If not equal to length for Message Class, then Reject Batch. |
| 15 | 40 | 26 | A | Batch ID | Number generated by the institution to uniquely identify a specific batch of records. | This field is required. Format = XXCCYY999999CCYYMMDDHHMMSS Where: XX = batch type code (alpha) CCYY = last year in cycle: '2010' 999999 = Reporting PELL ID CCYYMMDD = date batch created HHMMSS = time batch created | Valid Batch Type codes: SA = Statement of Account  If duplicate Batch ID, then reject Batch. If Batch type does not agree with Message Class type, then reject Batch. If #R Batch and received before system startup, then reject Batch. If Batch Award Year does not agree with Message Class award year, then reject. If reporting Pell ID is ineligible, then send warning message. If Reporting Pell ID is a branch campus or has Central Funding, then reject Batch. If date batch created is > system date, then reject Batch. |
| 41 | 48 | 8 | A/N | OPE ID | The OPE ID number assigned to the reporting institution. | Valid OPE ID number or blank. | If not blank and not equal to OPE ID associated with Pell ID, then warn the Batch. |

| National SMART Grant Electronic Statement of Account (ESOA) Record | | | | | | | Header |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 49 | 58 | 10 | A/N | Software Provider | For non-Express software provide an identifier to indicate the software provider and version number if applicable. | This field is required. Software provider defined or blank | No edits will be performed on this field. |
| 59 | 62 | 4 | A | Unused | Reserved for future expansion. | Constant spaces | |
| 63 | 63 | 1 | A | ED Use | ED Use Only – do not use | Constant Spaces | Media Type = Y for Year-to-Date |
| 64 | 68 | 5 | A/N | ED Use | ED Use Only – do not use | Constant spaces | ED Express PC software version number |
| 69 | 76 | 8 | N | Process Date | Date the corresponding Batch was processed. | Format = CCYYMMDD | Completed as a result of processing the Batch. |
| 77 | 100 | 24 | N | Batch Reject Reasons | List of up to eight 3-digit batch reject reason codes which occurred during initial editing of the Batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled. | Reject Reasons format = 000 to 999 Position 101 to 103 = 1st reject reason code Position 104 to 106 = 2nd reject reason code Position 107 to 109 = 3rd reject reason code Position 110 to 112 = 4th reject reason code Position 113 to 115 = 5th reject reason code Position 116 to 118 = 6th reject reason code Position 119 to 121 = 7th reject reason code Position 122 to 124 = 8th reject reason code | Completed by COD as a result of Batch editing. These are the 200 series of edits that can be found in this section of the Technical Reference. |
| | | XX | A | Unused | Length extended to make the header record the same length as the detail records which follow. | Constant spaces | |
| | | ≥100 | | **Total Record Length** | | | |

## Summary Record Layout

| National SMART Grant Electronic Statement of Account (ESOA) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | Record Indicator | Indicates the record is summary or detail. | Constant "S"- Summary level account status | |
| 2 | 7 | 6 | N | Reporting Campus PELL-ID | PELL-ID of reporting campus | Valid PELL-ID | |
| 8 | 18 | 11 | A/N | Grantee DUNS Number | Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. | Valid DUNS number. Format = 999999999BB Where 999999999 is a unique number and BB are Blanks. | |
| 19 | 26 | 8 | N | Entity ID | Routing ID randomly assigned to the school by COD. | 99999999 | |
| 27 | 29 | 3 | A | Unused | Reserved for FSA use. | Constant Spaces | |

| National SMART Grant Electronic Statement of Account (ESOA) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 30 | 45 | 16 | A/N | G5 Award Number | Used to uniquely identify school accounts in the ED Office of Chief Financial Officer's G5 System. Comprised of the following fields = Program Office Indicator Catalog of Federal Domestic Assistance (CFDA) Number CFDA Subprogram Id G5 Award year Sequence Number | Valid G5 Award number. Format = P376S CCYYXXXX Where "P" = constant for PO Indicator "376" = constant for National SMART Grant "S" = constant " " 3 spaces CCYY = Beginning year of school year pair; '2009' for 2009 - 2010. XXXX = unique value for each funded institution | |
| 46 | 50 | 5 | A | Unused | Reserved for FSA use. | Constant zeroes | |
| 51 | 58 | 8 | D | Effective Date | Effective date for the CFL change | Valid Date in CCYYMMDD format. | |
| 59 | 69 | 11 | A/N | Previous Obligation | Amount of school's obligation prior to this adjustment. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | Applies to schools with obligate/pay accounts as well as schools with obligate only accounts. |
| 70 | 80 | 11 | N | Obligation Adjustment | Change in the obligation amount for this Accounting cycle. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | Applies to schools with obligate/pay accounts as well as schools with obligate only accounts. |
| 81 | 91 | 11 | N | Current Obligation Amount | Amount of school's current obligation balance. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | Applies to schools with obligate/pay accounts as well as schools with obligate only accounts. |
| 92 | 102 | 11 | A/N | Previous SMART Grant Payments Does not apply to National SMART Grant. | Amount of direct payments to school prior to this adjustment. Does not apply to SMART. | Blanks Does not apply to National SMART Grant. | Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year. Does not apply to National SMART Grant. |
| 103 | 113 | 11 | A/N | Payment Adjustment | Change in the direct payments to the schools as a result of this adjustment. Does not apply to National SMART Grant. | Blanks Does not apply to National SMART Grant. | Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year. Does not apply to National SMART Grant. |

| National SMART Grant Electronic Statement of Account (ESOA) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 114 | 124 | 11 | A/N | Current SMART Grant Payments  Does not apply to National SMART Grant. | Amount of direct payments pushed to school's bank account by COD processing.  Does not apply to National SMART Grant. | Blanks  Does not apply to National SMART Grant. | Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year. Does not apply to National SMART Grant. |
| 125 | 131 | 7 | N | YTD Total Unduplicated Recipients  Does not apply to National SMART Grant. | Year-to-Date number of unduplicated recipients for institution.  Does not apply to National SMART Grant. | Zeros  Does not apply to National SMART Grant. | Does not apply to National SMART Grant. |
| 132 | 142 | 11 | N | YTD Accepted & Posted Disbursement Amount | YTD Total of disbursements accepted and posted by COD processing. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank | |
| 143 | 153 | 11 | A | Unused | Reserved for FSA use. | Constant spaces | |
| 154 | 164 | 11 | N | YTD Administrative Cost Allowance (ACA)  Does not apply to National SMART Grant. | YTD amount of ACA paid to the institution  Does not apply to National SMART Grant. | Zeros  Does not apply to National SMART Grant. | Does not apply to National SMART Grant. |
| 165 | 177 | 13 | N | G5 Draw-down/Payment | Net drawdown/payments as posted in G5, i.e., the sum of school-initiated drawdowns, direct payments for Obligate/Pay accounts, adjustments (+/-) less refunds and returns. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 0000000000000 to 9999999999999 | |
| 178 | 185 | 8 | D | Date of Last Activity in G5 | The date G5 last posted a transaction for the G5 Award number. | Valid date in CCYYMMDD format or Blank. | |
| 186 | 200 | 15 | A | Unused | Reserved for future expansion | Constant spaces | |
| | | 200 | | **Total Record Length** | | | |

## Detail Record Layout

| National SMART Grant Electronic Statement of Account (ESOA) Record | | | | | | | Detail |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | Record Indicator | Indicates the record is summary or detail. | Constant "D" = Detailed institution activity | |
| 2 | 7 | 6 | N | Reporting Campus Pell-ID | Pell-ID of reporting campus | Valid Pell-ID | |

| National SMART Grant Electronic Statement of Account (ESOA) Record | | | | | | | Detail |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 8 | 18 | 11 | A/N | Grantee DUNS Number | Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. | Valid DUNS number. Format = 999999999BB Where 999999999 is a unique number and BB are blanks. | |
| 19 | 26 | 8 | N | Entity ID | Routing ID randomly assigned to the school by COD. | 99999999 | |
| 27 | 29 | 3 | A | Unused | Reserved for FSA use. | Constant Spaces | |
| 30 | 45 | 16 | A/N | G5 Award Number | Used to uniquely identify school accounts in the ED Office of Chief Financial Officer's G5 System. Comprised of the following fields = Program Office Indicator Catalog of Federal Domestic Assistance (CFDA) Number CFDA Subprogram Id G5 Award year Sequence Number | Valid G5 Award number. Format = P376S CCYYXXXX Where "P" = constant for PO Indicator "376" = constant for SMART "S" = constant " " 3 spaces CCYY = Beginning year of school year pair; '2009' for 2009 - 2010. XXXX = unique value for each funded institution | |
| 46 | 53 | 8 | D | Transaction Date | Effective date of financial transaction created by COD for submission to G5. | Valid Date in CCYYMMDD format. | |
| 54 | 54 | 1 | A | Sign Indicator | Indicates whether the Adjustment Amount is an increase or a decrease | P = positive (Increase) N = negative (Decrease) | |
| 55 | 65 | 11 | N | Adjustment Amount | Amount of individual adjustment. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | |
| 66 | 73 | 8 | D | Process Date | The date COD processed the adjustment. | Valid date in CCYYMMDD format. | |
| 74 | 103 | 30 | A/N | Adjustment Document/ Batch ID | Document/Batch ID generated by COD. | Format of Document ID CCYY-MMDDTHH: mm:ss.ff99999999 where: CCYY-MM-DD-date document created T=constant HH:mm:ss.ff=time document created 99999999=Entity ID of reporting campus. | |
| 104 | 200 | 97 | A | Unused | | Reserved for future expansion | Constant spaces |
| | | 200 | | Total Record Length | | | |

# Trailer Record Layout

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **National SMART Grant Electronic Statement of Account (ESOA) Record** | | | | | | | **Trailer** |
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 10 | 10 | A | Trailer Identifier | Identify Trailer record in file. | This field is required.<br>Constant: 'GRANT TLR ' | Missing Batch Trailer – reject batch. No detail records—reject Batch. |
| 11 | 14 | 4 | N | Data Record Length | Length of data records included in this Batch. | This field is required.<br>Must be numeric: 0001 to 9999 | If not equal to Data Record on Header, then reject Batch. |
| 15 | 40 | 26 | A | Batch ID | Number generated by the institution to uniquely identify a specific batch of records. | This field is required.<br><br>Format = XXCCYY999999CCYYMMDDHHMMSS<br>Where:<br>XX = batch type code    (alpha)<br>CCYY = last year in cycle = '2010'<br>999999 = Reporting PELL ID<br>CCYYMMDD = date batch created<br>HHMMSS = time batch created | If not equal to Batch ID on Header, then reject Batch.<br><br>The only valid indicator for ESOA is Valid Batch Type Codes:<br>SA = Statement of Account |
| 41 | 46 | 6 | N | Reported Number of Records | Number of data records included in the Batch. | This field is required.  Must be numeric:  000000 to 999999 | If not equal to count of detail records in input Batch, then return warning message. |
| 47 | 57 | 11 | N | Unused | Constant Zeros | | |
| 58 | 58 | 1 | A | Reported Total Sign Indicator | Positive or negative sign for total amount reported. | This field is required.<br>P = Positive<br>N = Negative<br>For ESOA is constant P. | |
| 59 | 64 | 6 | N | Accepted and Corrected Number of Records | ED USE ONLY - Number of data records accepted and corrected by the Pell Processor. | 000000 to 999999 | |
| 65 | 75 | 11 | N | Accepted and Corrected Total of Batch | ED USE ONLY - Total Award or Disbursement amount accepted and corrected on Batch. | Dollars and cents. Use leading zeros, do not include the $ sign or decimal point. 00000000000 to 99999999999 | |
| 76 | 76 | 1 | A | Ator | ED USE ONLY - Positive or negative sign for total amount accepted. | P = Positive<br>N = Negative | |
| 77 | 82 | 6 | N | Number of Duplicate Records | ED USE ONLY- Number of data records that duplicate a previously accepted Origination or Disbursement record.  For all other types of batches this field is all zeroes. | 000000 to 999999 | |
| 83 | 100 | 18 | A | Unused | Reserved for future expansion. | Constant spaces | |
| | | XX | A | Unused | Length extended to make the trailer record the same length as the detail records. | Constant spaces | |
| | | > 100 | | **Total Record Length** | | | |

# National SMART Grant Multiple Reporting Record (MRR)

The Multiple Reporting Record (MRR) provides information to a school about a student's origination and disbursement status at other schools and the amount of National SMART Grant award(s) disbursed. The National SMART Grant MRR only identifies one primary type of multiple reporting conditions: concurrent enrollment.

## Business Rules

1. An MRR can be COD system generated or may be requested by the school via batch data request, or COD web site.

2. The MRR is provided in fixed-length, flat file format.

3. The MRR is sent from the COD System using message class `SGMR10OP`.

## Record Layout

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|---|---|---|---|---|---|---|---|
| National SMART Grant Multiple Reporting Record |
| 1 | 2 | 2 | A | Record Type | Code that indicates the reason the institution is receiving the record. | RO = Data request for Origination information. RD = Data request for Disbursement information. RN = No MRR information found CE = The student is concurrently enrolled | |
| 3 | 8 | 6 | N | Requesting Institution Pell-ID | Pell-ID of the requesting attended campus of the student. Will be blank for concurrent enrollment. | Must be a valid Pell-ID assigned by the Department of Education. May be BLANK. | |
| 9 | 9 | 1 | A | Multiple Reporting Request Code 1 | Indicates the institution is requesting origination or disbursement information. Will be blank for concurrent enrollment. | O = Send origination information D = Send disbursement information May be BLANK. | |
| 10 | 10 | 1 | A | Multiple Reporting Request Code 2 | Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment. | A = Send list of other institutions for all students S = Send list of other institutions for students listed in record. I = Send student for institution listed in record May be blank. | |
| 11 | 21 | 11 | A | MR Student ID | The Student SSN and Name code for which a MR is requested. Will be blank for concurrent enrollment. | Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z; . (period); ' (apostrophe); - (dash); Blank = no last name | |
| 22 | 27 | 6 | N | MR Institution Pell-ID | The institution code for which MR are requested. Will be blank for concurrent enrollment. | Valid Pell-ID. May be blank. | |
| 28 | 36 | 9 | N | Student Original SSN | Student's Original SSN from the origination record. | 001010001 to 999999999 | |

| National SMART Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 37 | 38 | 2 | A | Original Name Code | Student's name code from the origination record. | Uppercase A to Z; . (period); ' (apostrophe); - (dash) Blank (no last name). | |
| 39 | 44 | 6 | N | Institution Pell-ID | Pell-ID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record. | Must be a valid Pell-ID assigned by the Department of Education. | |
| 45 | 114 | 70 | A/N | Institution Name | The name of the institution. | | |
| 115 | 149 | 35 | A/N | Institution Street Address - Line 1 | The street or post office box address of institution. | | |
| 150 | 184 | 35 | A/N | Institution Street Address - Line 2 | The street or post office box address of institution. | | |
| 185 | 209 | 25 | A/N | Institution City | The city in which the institution is located. | | |
| 210 | 211 | 2 | A | Institution State | The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located. | | |
| 212 | 220 | 9 | A/N | Zip Code | The zip code of the institution. | | |
| 221 | 250 | 30 | A/N | Financial Aid Administrator (FAA) Name | The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE. | | |
| 251 | 260 | 10 | N | FAA Telephone Number | The working phone number for the person indicated as FAA. | Includes area code, but not parentheses or dashes. | |
| 261 | 270 | 10 | A/N | FAA Fax Number (Optional) | The working fax number used by the person indicated as FAA. | May be BLANK. Otherwise includes area code, but not parentheses or dashes. | |
| 271 | 320 | 50 | A/N | Internet Address | Internet address of an authorized official. | May be BLANK. | |
| 321 | 327 | 7 | N | National SMART Grant Scheduled Award | The Maximum Award Amount set prior to the beginning of the Award Year. | Range = 0000000 to AWARD AMOUNT MAX | |
| 328 | 334 | 7 | N | Origination Award Amount | Annual award amount supplied on the origination record. | Range = 0000000 to AWARD AMOUNT MAX | |
| 335 | 336 | 2 | N | Transaction Number | CPS-assigned Transaction number from the eligible SAR used to calculate the award. | Range = 01 to 99 | |
| 337 | 341 | 5 | A/N | Unused | Reserved for future expansion | Constant Spaces | |
| 342 | 349 | 8 | D | Enrollment Date | First date the student was enrolled in an eligible program for the award year. | CCYYMMDD Range = 20090101 to 20100630 | |

| National SMART Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 350 | 357 | 8 | D | Origination Create Date | Date the origination was created in COD database. | CCYYMMDD<br>Range = 20090331 to 20150930 | |
| 358 | 364 | 7 | N | Total of Disbursements Accepted | Total amount of all disbursements accepted by the National SMART Grant Program. | Range =<br>0000000 to AWARD AMOUNT MAX | |
| 365 | 372 | 8 | D | Last Activity Date | Date the last payment was received from the institution. | Format = CCYYMMDD | |
| 373 | 380 | 8 | D | Next Estimated Disbursement Date | Date of the next estimated disbursement date. | Blank or CCYYMMDD<br>Range = TBD (Date Pell Payment Schedule published on IFAP) to 20150930 | |
| 381 | 385 | 5 | N | Unused | Reserved for future expansion | Constant spaces | |
| 386 | 395 | 10 | N | ED Use Flags | Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify | Format =<br>0000000000<br><br>Where:<br>Each digit signifies a different situation<br>1st = Shared SAR ID<br>3rd = Concurrent Enrollment<br>4th through 10th = Reserved for future use. | |
| 396 | 411 | 16 | A/N | Student's Last Name | The last name of the student for this CPS transaction number. | A to Z, 0 to 9, period, apostrophe, hyphen or blank | |
| 412 | 423 | 12 | A/N | Student's First Name | The first name of the student for this CPS transaction number. | A to Z, 0 to 9 or blank | |
| 424 | 424 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction number. | A to Z or blank | |
| 425 | 432 | 8 | D | Student's Date of Birth | The date of birth of the student for this CPS transaction number. | Format = CCYYMMDD | |
| 433 | 441 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during National SMART Grant processing. | Valid Social Security Number or BLANK if not matched | |
| 442 | 462 | 21 | A/N | Award ID | Award ID is a unique identifier for National SMART Grant Awards. It is a 21 byte field in the specific order of SSN (9 char.), Award Type (1 char. National SMART Grant = T), Award Year (2 char.), Pell School ID (6 char.), and Award Sequence Number (3 char.). | T = Award Type,<br>0 to 9 | |

| National SMART Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 463 | 469 | 7 | N | Percent Eligibility Used by Scheduled Award | Field is calculated by summing all of the accepted and funded disbursement records for an award, subtracting any DMCS repayments for the award, and dividing that amount by the Scheduled Award Amount for the award. | Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %. Field can be populated with zeros. | |
| 470 | 476 | 7 | N | Total Percent Eligibility Used by Academic Year Level | Total Eligibility Used across ALL Schools and Award Years for each applicable Academic Year Level. | Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %. Field can be populated with zeros. | |
| | | 476 | | Total Record Length | | | |

## National SMART Grant Reconciliation Report

The Reconciliation Report is a one-record student summary of processed records and can be helpful to a school as it completes both the year-end and ongoing reconciliation processes. This report can be downloaded, printed, or imported into a spreadsheet for comparison with the school's data. This report provides the total YTD disbursement amount per student with COD.

### Business Rules

1.  The Reconciliation Report may be requested by the school via batch data request or COD web site.

2.  The Reconciliation Report is provided in fixed-length, flat file format.

3.  The Reconciliation report is sent from the COD System with message class SGRC10OP.

### Record Layout

| National SMART Grant Reconciliation Report Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 16 | 16 | A/N | Student's Last Name | The last name of the student. | A to Z, 0 to 9, period, apostrophe, hyphen or blank | |
| 17 | 28 | 12 | A/N | Student's First Name | The first name of the student. | A to Z, 0 to 9 or blank | |
| 29 | 29 | 1 | A | Student's Middle Initial | The middle initial of the student. | A to Z or blank | |
| 30 | 50 | 21 | A/N | Award ID | Award ID is a unique identifier for National SMART Grant Awards. It is a 21 byte field in the specific order of SSN (9 char.), Award Type (1 char. National SMART Grant = T), Award Year (2 char.), Pell School ID (6 char.), and Award Sequence Number (3 char.). | T = Award Type, 0 to 9 | |
| 51 | 51 | 1 | N | Grade Level | Grade Level as reported by school to COD National SMART Grant Recipient Type<br>3= 3rd year for SMART Grant Recipient Type<br>4= 4th year for SMART Grant Recipient Type<br>5 = 5th year/other undergraduate for SMART Grant Recipient Type | 3 = 3rd year<br>4 = 4th year<br>5 = 5th year/other undergraduate | |
| 52 | 52 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 53 | 61 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS | Valid Social Security Number or BLANK if not matched | |
| 62 | 67 | 6 | N | Reported Campus Pell-ID | Pell-ID of the reporting campus | Valid Pell-ID | |
| 68 | 69 | 2 | N | Transaction Number | CPS-assigned Transaction number from the eligible SAR used to calculate the award. | Range = 01 to 99 | |
| 70 | 74 | 5 | A/N | Unused | Reserved for future expansion | Constant spaces | |

| National SMART Grant Reconciliation Report Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 75 | 81 | 7 | N | Origination Award Amount | Annual award amount supplied on the origination record. | Range = 0000000 to AWARD AMOUNT MAX | |
| 82 | 86 | 5 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 87 | 93 | 7 | N | YTD Disbursement Amount | Total of all the accepted Disbursement amounts for the student. | 0000000 to 9999999.  The first five positions are the whole dollars and the last two positions are the cents. | If there are no disbursements at the Pell Processor or they have all been rejected then this amount will be 0. |
| 94 | 94 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 95 | 95 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 96 | 101 | 6 | N | CIP Code | Classification of Instructional Programs (CIP) Code for the National SMART Grant Recipient Type.<br><br>CIP Code=Student's Major Course of Study<br><br>**Note:** This numeric field does not include the decimal point. | Refer to Volume VI, Section 9 for a complete list of valid values.<br><br>**Format example:**  123456, for Major Course of Study 12.3456 | |
| | | 101 | | **Total Record Length** | | | |

## National SMART Grant Year-to-Date Record (YTD)

A Year-to-Date (YTD) Record can be requested for one given student or for all National SMART Grant recipients at the school and contains detailed award and disbursement data at a transaction level. The YTD Record shows the number of recipients at the school; the number of award and disbursement records that were accepted and rejected; and, for certain edit codes, the number of times a school received that specific edit code on a response document. The YTD Record can be used to replace a corrupt database or to reconcile records with accepted data on COD.

### Business Rules

1. The Year-To-Date Record may be requested by the school via batch data request, or the COD web site.

2. The Year-To-Date Record is provided in fixed-length, flat file format.

3. The Year-To-Date Record is sent from the COD System with message class SGYR10OP.

### Origination Record Layout

| National SMART Grant Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | YTD Record Indicator | Indicates if record is the YTD Origination, YTD Disbursement or Summary data. | Constant: "O" | |
| 2 | 22 | 21 | A/N | Award ID | Award ID is a unique identifier for the National SMART Grant Awards. It is a 21 byte field in the specific order of SSN (9 char.), Award Type (1 char. National SMART Grant = T), Award Year (2 char.), Pell School ID (6 char.), and Award Sequence Number (3 char.). | T = Award Type, 0 to 9 | |
| 23 | 23 | 1 | N | Grade Level | Grade Level as reported by school to COD for National SMART Grant Recipient Type 3= 3rd year for SMART Grant Recipient Type 4= 4th year for SMART Grant Recipient Type 5 = 5th year/other undergraduate for SMART Grant Recipient Type | 3 = 3rd year 4 = 4th year 5 = 5th year/other undergraduate | |
| 24 | 24 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 25 | 33 | 9 | N | Original SSN | Student's SSN from original FAFSA for this school year | 001010001 to 999999999 | Identifier |
| 34 | 35 | 2 | A | Original Name Code | Student's name code from original FAFSA for this school year. | Uppercase A to Z; . (period); ' (apostrophe); - (dash); BLANK: no last name | Identifier |
| 36 | 41 | 6 | N | Attended Campus Pell-ID | Pell-ID of campus attended. | Valid Pell-ID | Identifier Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary. |
| 42 | 46 | 5 | A/N | Unused | Reserved for future expansion | Constant spaces | |

| National SMART Grant Year-To-Date (YTD) Record | | | | | | Origination | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 47 | 59 | 13 | A/N | Origination Cross-Reference | This field can contain any cross-reference information useful to the institution to identify student records internally. | Institution defined | This is a School Use only field. No edits are performed in COD. Any data received in this field must be transmitted back to the school. |
| 60 | 60 | 1 | A | Action Code | Code to indicate action taken | Valid Codes:<br>A = Accepted - all fields accepted<br>C = Corrected - one or more fields corrected | Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attended Campus, and "Action Code". All other fields shall be blank and no other records for the student will be enclosed in batch. |
| 61 | 61 | 1 | A | Unused | Reserved for future expansion. | Constant spaces | |
| 62 | 68 | 7 | N | Accepted Award amount for entire school year | Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire National SMART Grant award year. | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point.<br>Range: 0000000-MAX AWARD AMOUNT | Cannot exceed Total Payment Ceiling for student – award validation performed. |
| 69 | 76 | 8 | N | Accepted Estimated Disbursement Date #1 | Date 1st disbursement to student is estimated to be made. | Format: CCYYMMDD<br>Range: TBD (Date Pell Payment Schedule published on IFAP) to 20150930 | |
| 77 | 84 | 8 | N | Accepted Estimated Disbursement Date #2 | Date 2nd disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 85 | 92 | 8 | N | Accepted Estimated Disbursement Date #3 | Date 3rd disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 93 | 100 | 8 | N | Accepted Estimated Disbursement Date #4 | Date 4th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 101 | 108 | 8 | N | Accepted Estimated Disbursement Date #5 | Date 5th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 109 | 116 | 8 | N | Accepted Estimated Disbursement Date #6 | Date 6th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 117 | 124 | 8 | N | Accepted Estimated Disbursement Date #7 | Date 7th disbursement to student is estimated to be made | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 125 | 132 | 8 | N | Accepted Estimated Disbursement Date #8 | Date 8th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|---|---|---|---|---|---|---|---|
| **National SMART Grant Year-To-Date (YTD) Record** | | | | | | | **Origination** |
| 133 | 140 | 8 | N | Accepted Estimated Disbursement Date #9 | Date 9th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 141 | 148 | 8 | N | Accepted Estimated Disbursement Date #10 | Date 10th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 149 | 156 | 8 | N | Accepted Estimated Disbursement Date #11 | Date 11th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 157 | 164 | 8 | N | Accepted Estimated Disbursement Date #12 | Date 12th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 165 | 172 | 8 | N | Accepted Estimated Disbursement Date #13 | Date 13th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 173 | 180 | 8 | N | Accepted Estimated Disbursement Date #14 | Date 14th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 181 | 188 | 8 | N | Accepted Estimated Disbursement Date #15 | Date 15th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 189 | 196 | 8 | D | Accepted Enrollment Date | First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the National SMART Grant award year (July 1), report the actual start date of the student's classes for that payment period. | CCYYMMDD =<br>Range = 20090101 to 20100630 | |
| 197 | 197 | 1 | A/N | Unused | Reserved for future expansion | Constant Spaces | |
| 198 | 198 | 1 | A/N | Unused | Reserved for future expansion | Constant Spaces | |
| 199 | 199 | 1 | A/N | Unused | Reserved for future expansion | Constant Spaces | |
| 200 | 201 | 2 | N | Accepted Transaction Number | CPS-assigned Transaction number from eligible SAR used to calculate the student's award | Must be numeric: 01 to 99 | Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero. |
| 202 | 206 | 5 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 207 | 207 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 208 | 208 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 209 | 209 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 210 | 216 | 7 | A/N | Unused | Reserved for future expansion | Constant spaces | |

| National SMART Grant Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 217 | 217 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 218 | 219 | 2 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 220 | 221 | 2 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 222 | 225 | 4 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 226 | 229 | 4 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 230 | 232 | 3 | A/N | Institution Internal Sequence Number | This is an internal sequence number the institution can define. | Institutional defined | No editing |
| 233 | 238 | 6 | N | CIP Code | Classification of Instructional Programs (CIP) Code for the National SMART Grant Recipient Type.<br><br>CIP Code=Student's Major Course of Study (99V9999 implied decimal) | Refer to Volume VI, Section 9 for a complete list of valid values.<br><br>Format example:  99v9999 (v is implied decimal) | |
| 239 | 251 | 13 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 252 | 256 | 5 | N | National SMART Grant Scheduled Award | The Maximum Award Amount set prior to the beginning of the Award Year. | Range = 0000000 to AWARD AMOUNT MAX | |
| 257 | 272 | 16 | A | Student's Last Name | The last name of the student for this CPS transaction. | A − Z, 0 − 9, period, apostrophe, hyphen or blank | |
| 273 | 284 | 12 | A | Student's First Name | The first name of the student for this CPS transaction. | A − Z, 0 − 9 or blank | |
| 285 | 285 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction. | A − Z or blank | |
| 286 | 294 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS.  This field equals the original SSN if the student has not changed SSN in the CPS. | Valid Social Security Number | |
| 295 | 302 | 8 | D | Student's Date of Birth | Date of birth of the student. | Valid date of birth = CCYYMMDD | |
| 303 | 303 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 304 | 310 | 7 | N | YTD Disbursement Amount | The total of disbursements processed | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point.<br>Range = 0000000 to AWARD AMOUNT MAX | |
| 311 | 336 | 26 | A | Unused | Reserved for future expansion | Constant spaces | |
| 337 | 344 | 8 | D | Process Date | Date this record (segment) was processed by the National SMART Grant program | Format = CCYYMMDD | |
| 345 | 350 | 6 | A | Unused | Reserved for future expansion | Constant spaces | |
| | | **350** | | **Total Record Length** | | | |

## Disbursement Record Layout

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **National SMART Grant Year-To-Date (YTD) Record** | | | | | | | **Disbursement** |
| **First** | **Last** | **Len** | **Type** | **Field Name** | **Description** | **Valid Values** | **Processing Notes/Edits** |
| 1 | 1 | 1 | A | YTD Record Indicator | Indicates if record is the YTD Origination, YTD Disbursement, or Summary data. | Constant: "D" | |
| 2 | 22 | 1 | A/N | Award ID | Award ID is a unique identifier for National SMART Grant Awards.  It is a 21 byte field in the specific order of SSN (9 char.), Award Type (1 char.  National SMART Grant = T), Award Year (2 char.), Pell School ID (6 char.), and Award Sequence Number (3 char.). | T = Award Type,<br> 0 to 9 | |
| 23 | 23 | 1 | N | Grade Level | Grade Level as reported by school to COD for National SMART Grant Recipient Type<br>3= 3rd year for SMART Grant Recipient Type<br>4= 4th year for SMART Grant Recipient Type<br>5 = 5th year/other undergraduate SMART Grant Recipient Type | 3 = 3rd year<br>4 = 4th year<br>5 = 5th year/other undergraduate | |
| 24 | 24 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 25 | 37 | 13 | A/N | Disbursement Cross-Reference | This field can contain any cross-reference information useful to the institution to identify student records internally. | Institution defined | No editing |
| 38 | 38 | 1 | A | Action Code | Code to indicate action taken | A = Accepted - all fields accepted | |
| 39 | 40 | 2 | N | Disbursement Number | Number of the disbursement per student for the Award Year | Must be numeric:  01 to 99 | Identifier = 66 to 99 are Reserved for system-generated disbursements |
| 41 | 47 | 7 | N | Accepted Disbursement Amount | Amount of disbursement for student's payment period.  If an adjustment, this value is a replacement amount. | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point.<br>Range = 00000 to Maximum for Award Year | |
| 48 | 48 | 1 | A | Accepted Sign Indicator | Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year. | P = positive<br>N = negative | |
| 49 | 56 | 8 | D | Disbursement Date | Date this disbursement was or will be made to the student. | CCYYMMDD =<br>Range = TBD (Date Pell Payment Schedule published on IFAP) to 20150930 | Process Date must be within N days prior of disbursement date. |
| 57 | 57 | 1 | A | Unused | Reserved for future expansion | Constant spaces | |
| 58 | 65 | 8 | N | Payment Period Start Date | Beginning date of Payment Period | CCYYMMDD =<br>Range = 20090101 to 20140630 or BLANK | Field is required when an institution is ineligible. |

| National SMART Grant Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 66 | 72 | 7 | N | Percent Eligibility Used by Scheduled Award | Field is calculated by summing all of the accepted and funded disbursement records for an award, subtracting any DMCS repayments for the award, and dividing that amount by the Scheduled Award Amount for the award. | Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %. | |
| 73 | 79 | 7 | N | Total Percent Eligibility Used by Academic Year Level | Total Eligibility Used across ALL Schools and Award Years for each applicable Academic Year Level. | Format = 0000000 The Last 4 digits represent less than 1 percent. Field does not include decimal point or %. | |
| 80 | 129 | 40 | A/N | Unused | Reserved for future expansion | Constant Spaces | |
| 130 | 137 | 8 | D | Disbursement Process Date | Date disbursement information was processed by the COD System. | CCYYMMDD = Range = TBD (Date Pell Payment Schedule published on IFAP) to 20150930 | |
| 138 | 145 | 8 | N | Routing ID | Unique entity identifier assigned to each record | 00000002 – 99999999 | The Routing ID (RID) must be for the Attended School. |
| 146 | 149 | 4 | N | Financial Award Year | The last year in the two-year cycle of the Program's Award Year. | Format: CCYY = last year in cycle = '2010' | |
| 150 | 155 | 6 | N | Attended Campus Pell-ID | Pell-ID of attended campus. Change creates new Origination/Award record. Institution must change award amounts for student at original attended campus as necessary. | Valid Pell-ID | Identifier Change creates new origination /award record. Institution must change award amounts for student at original attended campus as necessary. |
| 156 | 171 | 16 | A | Student's Last Name | The last name of the student for this CPS transaction. | Valid values: A – Z, 0 – 9, period, apostrophe, hyphen or blank | |
| 172 | 183 | 12 | A | Student's First Name | The first name of the student for this CPS transaction. | Valid values: A – Z, 0 – 9 or blank | |
| 184 | 184 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction. | Valid Values: A – Z or blank | |
| 185 | 193 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. | Valid social security number | |
| 194 | 201 | 8 | D | Student's Date of Birth | Student's Date of birth for this CPS transaction. | Valid date of birth: CCYYMMDD | |

| National SMART Grant Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 202 | 203 | 2 | N | Disbursement Sequence Number | The two-digit integer assigned to count the progression of disbursement adjustments for a given Disbursement Number. This numerical string tracks the number of transactions that have been processed for a previously accepted or corrected Disbursement Number. | Valid Values:  Must be incrementally sequential within the following group assignment: 01 - 65 School-Assigned 66 - 90 COD-Assigned Or Web-based transactions | If the Disbursement Release Indicator is False, the Disbursement Sequence must be 01. All disbursements either submitted by a school or generated by the COD System, must be included in the file. Each Disbursement transaction must be written to the file in the order that it appears in the database. For example:  School submits Disb Sequence Numbers 01 and 02 for Disbursement Num 01. COD creates a system-generated Disb Sequence Number 66 and then school submits Disb Sequence Number 03. The transactions should appear in the record in the order:  01, 02, 66, and 03. |
| 204 | 204 | 1 | A/N | Disbursement Release Indicator | Value that is reported by the school to indicate whether the disbursement is anticipated or actual.  COD sets the value to true for Disbursements accepted from Phase-In Schools. | T- True  (record for payment) F – False  (disbursement is anticipated) | If the Disbursement Sequence Number is equal to or greater than 02, then the Disbursement Release Indicator must always be True. |
| 205 | 206 | 2 | N | Previous Disbursement Sequence Number | The prior sequence number is given to substantiate the order in which Disbursement records were processed. | Valid Values:  Must be incrementally sequential within the following group assignment: 01 - 65 School-Assigned 66 - 90 COD-Assigned Or Web-based transactions BLANK (when disbursement sequence number =01 and no previous disbursement sequence number exists) | Identify the last sequence number that was processed immediately before this disbursement was accepted. |
| 207 | 350 | 144 | A/N | Unused | Reserved for future Expansion | Constant Spaces | |
| | | 350 | | Total Record Length | | | |

## Summary Record Layout

| National SMART Grant Year-To-Date (YTD) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | YTD Record Indicator | Indicates if record is the YTD Origination, YTD Disbursement, or Summary data. | Constant: "S" | |
| 2 | 8 | 7 | N | Number of Recipients | The number of students with at least one accepted actual disbursement at this attended campus. | Range = 0000000 to 9999999 | |

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| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|---|---|---|---|---|---|---|---|
| 9 | 15 | 7 | N | Total Originations | Year -to-Date number of originations received for the institution. | Range = 0000000 to 9999999 | |
| 16 | 22 | 7 | N | Originations Accepted | Year-to-Date number of originations received and accepted for the institution. | Range = 0000000 to 9999999 | |
| 23 | 29 | 7 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 30 | 36 | 7 | N | Originations Rejected | Year-to-Date number of originations received and rejected for the institution. | Range = 0000000 to 9999999 | |
| 37 | 43 | 7 | N | Total Disbursements | Year-to-Date number of Disbursements received for the institution. | Range = 0000000 to 9999999 | |
| 44 | 50 | 7 | N | Disbursements Accepted | Year-to-Date number of Disbursements received and accepted for the institution. | Range = 0000000 to 9999999 | |
| 51 | 57 | 7 | N | Unused | Reserved for future expansion | Constant spaces | |
| 58 | 64 | 7 | A/N | Disbursements Rejected | Provided by the National SMART Grant Processor. Year-to-Date number of Disbursements received and rejected for the institution. | Range = 0000000 to 9999999 | |
| 65 | 67 | 3 | N | Comment Code XXX | Comment code number. | Range = 000 to 999 or Blank | |
| 68 | 74 | 7 | N | Comment Code XXX Count | Provided by the National SMART Grant Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 75 | 77 | 3 | N | Comment Code XXX | Comment code number. | Range = 000 to 999 or Blank | |
| 78 | 84 | 7 | N | Comment Code XXX Count | Provided by the National SMART Grant Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 85 | 87 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 88 | 94 | 7 | N | Comment Code XXX Count | Provided by the National SMART Grant Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 95 | 97 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |

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| National SMART Grant Year-To-Date (YTD) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 98 | 104 | 7 | N | Comment Code XXX Count | Provided by the National SMART Grant Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 105 | 107 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 108 | 114 | 7 | N | Comment Code XXX Count | Provided by the National SMART Grant Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 115 | 117 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 118 | 124 | 7 | N | Comment Code XXX Count | Provided by the National SMART Grant Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 125 | 127 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 128 | 134 | 7 | N | Comment Code XXX Count | Provided by the National SMART Grant Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 135 | 137 | 3 | N | Comment Code XXX Count | Comment code number | Range = 000 to 999 or Blank | |
| 138 | 144 | 7 | N | Comment Code XXX Count | Provided by the National SMART Grant Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 145 | 147 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 148 | 154 | 7 | N | Comment Code XXX Count | Provided by the National SMART Grant Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 155 | 157 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 158 | 164 | 7 | N | Comment Code XXX Count | Provided by the National SMART Grant Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |

| National SMART Grant Year-To-Date (YTD) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 165 | 350 | 186 | A | Unused | Reserved for future expansion | Constant spaces | |
| | | **350** | | **Total Record Length** | | | |

## *National SMART Grant Pending Disbursement List*

This report provides a listing of all National SMART Grant anticipated disbursements (DRI = false).

### Business Rules

1. The Pending Disbursement List is automatically sent to the school's SAIG mailbox on a weekly basis in the following formats:

    a. Preformatted Text file (message class `SGPD10OP`)

2. The Pending Disbursement List is available via the COD web site in the following format:

    a. Comma-Delimited (CSV)

    b. The Pending Disbursement List available on the COD web site is the report most recently generated by COD.

> ### Format Options
> Previous versions of this report will also be available on the COD web site.

3. The report will be sent to schools weekly until the last day of December for that specific award year. Example: Award year 2009-2010 ends 9/30/2010; the final date that COD would generate the Pending Disbursement List for 2009-2010 would be 12/31/2010.

Although the Pending Disbursement List is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

### Comma-Delimited (CSV) Detail Record Layout

| National SMART Grant Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Award Year | 2009-2010 |
| Comma | Delimiter | , |
| B | School Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Routing ID (External School ID.) | 8 digit number.<br>0–9 |
| Comma | Delimiter | , |
| D | PELL ID (School PL ID) | Number field |
| Comma | Delimiter | , |
| E | Address (School Address) | Character field:<br>40 characters per line (up to three address lines):<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| F | CityStateZip | Character field:<br>0–9 |

| National SMART Grant Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| G | Student First Name | Character field:<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| H | Student Last Name | Character field:<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| I | SSN (Student Social Security Number) | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| J | Date of Birth (Student Date of Birth) | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| K | Award ID (Student Award ID) | Character field:<br>123456789T10123456001<br><br>21-character award ID of a National SMART Grant<br><br>The components of the Award ID are:<br>Person's SSN:<br>    001010001–999999998<br>Program Indicator ('T' for National SMART Grant)<br>Award Year: 10, for 2009-2010<br>Pell School code:<br>    000000-999999<br>Sequence Number:<br>    001-999 |
| Comma | Delimiter | , |
| L | Grade Level (Student Grade Level) | Number field:<br>For National SMART Grant:<br>3, 4 or 5 |
| Comma | Delimiter | , |
| M | Batch ID/Document ID | Character field:<br>Example:<br>2008-09-18T20:19:25.4372193049 |
| Comma | Delimiter | , |

| National SMART Grant Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| N | Disb. Release Ind. (Disbursement Release Indicator) | Character field: 'N' for No |
| Comma | Delimiter | , |
| O | Disb. Date (Disbursement Date) | Date field: Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| P | Disb. No. (Disbursement Number – sequential number which uniquely identifies a disbursement for an award.) | Number field: 1-99 |
| Comma | Delimiter | , |
| Q | Disb. Seq No. (Disbursement Sequence Number – determines the order in which transactions must be processed for a given disbursement number.) | Number field: 1-999 |
| Comma | Delimiter | , |
| R | Disbursement Amount | Decimal field |
| Comma | Delimiter | , |
| S | Subtotal Disbursement Amount for Student | Decimal field |
| Comma | Delimiter | , |
| T | Total Number of Disbursements (the count of all disbursements on the report) | Number field |
| Comma | Delimiter | , |
| U | Total Disbursement Amount (the sum of all disbursements on the report) | Decimal field |

# Teacher Education Assistance for College and Higher Education Grant Reports

## *TEACH Grant Reports Options*

Teacher Education Assistance for College and Higher Education (TEACH) Grant reports are available to schools in a variety of format options.  TEACH Grant reports are available via the school's SAIG mailbox or via the school's Newsbox on the COD web site.

### Business Rules

1.  TEACH Grant Reports for 2009-2010 are sent to schools as a flat file and not an XML document.

2.  TEACH Grant Reports for 2009-2010 are sent to school's SAIG mailbox in the following format options.  Not all reports are offered in all formats:

    a.  Preformatted Text file

        i.   Portrait

        ii.  Courier 10

        iii. 78 characters per line

        iv.  59 lines per page

    b.  Fixed-length File

3.  Many TEACH Grant Reports for 2009-2010 are viewable on the COD web site in the following format option:

    a.  Comma-Delimited (CSV)

4.  Some report options are tailored to a specific report.   These specific options are discussed under the appropriate report section.

Below is a summary of all TEACH Grant reports and available formats generated by the COD System.

| Format and Delivery Methods | | | | SAIG Mailbox | | | | | COD Web Site | |
|---|---|---|---|---|---|---|---|---|---|---|
| Report Name | Report Selection Web Page | Sort | Frequency | Preformatted Text | Comma-Delimited | Pipe-Delimited | Fixed Length | Do Not Distribute | PDF | Comma-Delimited |
| Multiple Reporting Record (MRR) | ✅ | SSN | Daily | | | | ✅ | | | |
| School Account Statement (SAS) | ✅ | SSN | Monthly | | ✅ | | | | | |
| Pending Disbursement Listing | ✅ | Last Name | Weekly | ✅ | | | | | | ✅ |
| Inactive Grant Report | ✅ | Award ID | Monthly | ✅ | | | | | | ✅ |
| SSN/Name/Date of Birth Change Report | ✅ | SSN | Weekly** | ✅ | | | | | | ✅ |
| Rebuild List | | Award ID | By Request | | | | ✅ | | | |
| ATS Discharge Report | ✅ | Discharge Date | Weekly | | | | ✅ | | | |

*Links to separate SAS Page

**If triggered by change

## TEACH Grant Header/Trailer Layout

## TEACH Grant Batch Header Layout

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **TEACH Grant Batch Header Layout** | | | | | | | |
| **First** | **Last** | **Len** | **Type** | **Field Name** | **Description** | **Valid Values** | **Processing Notes/Edits** |
| 1 | 10 | 10 | A | Header Identifier | Identify Header record in file. Left Justified. | This field is required. Constant: 'TEACH HDR ' | Missing Batch Header – Reject Batch |
| 11 | 14 | 4 | N | Data Record Length | Length of data records included in this Batch. | This field is required. Must be numeric: 0001 to 9999 | If not equal to length for Message Class, then Reject Batch. |
| 15 | 40 | 26 | A | Batch ID | Number generated by the institution to uniquely identify a specific batch of records. | This field is required. Format = XXCCYY999999CCYYMMDDHHMMSS Where: XX = batch type code (alpha) CCYY = last year in cycle: '2009' 999999 = First six digits of Attended OPE ID CCYYMMDD = date batch created HHMMSS = time batch created | Valid TEACH Batch Type codes: TS - TEACH SAS (Monthly Data) TW – TEACH SAS (YTD Data) TN - TEACH SSN/Name/DOB Change TM - TEACH MRR TI - TEACH Inactive Grants TU - TEACH PDL TD - ATS Discharge TR - TEACH Rebuild   If duplicate Batch ID, then reject Batch. If Batch type does not agree with Message Class type, then reject Batch. If Batch Award Year does not agree with Message Class award year, then reject. If Attended OPE ID is ineligible, then send warning message. If Attended OPE ID is a branch campus or has Central Funding, then reject Batch. If date batch created is > system date, then reject Batch. |
| 41 | 48 | 8 | A/N | Attended OPE ID | The Attended OPE ID number assigned to institution. | Valid Attended OPE ID number or blank. | If not blank and not equal to Attended OPE ID, then warn the Batch. |
| 49 | 58 | 10 | A/N | Software Provider | For non-Express software provide an identifier to indicate the software provider and version number if applicable. | This field is required. Software provider defined or blank | No edits will be performed on this field. |
| 59 | 62 | 4 | A | Unused | Reserved for future expansion. | Constant spaces | |
| 63 | 63 | 1 | A | ED Use | ED Use Only – do not use | Constant Spaces | Media Type = Y for Year-to-Date |
| 64 | 68 | 5 | A/N | ED Use | ED Use Only – do not use | Constant spaces | ED Express PC software version number |
| 69 | 76 | 8 | N | Process Date | Date the corresponding Batch was processed. | Format = CCYYMMDD | Completed as a result of processing the Batch. |

| TEACH Grant Batch Header Layout | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 77 | 100 | 24 | N | Batch Reject Reasons | List of up to eight 3-digit batch reject reason codes which occurred during initial editing of the Batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled. | Reject Reasons format = 000 to 999<br>Position 101 to 103 = 1st reject reason code<br>Position 104 to 106 = 2nd reject reason code<br>Position 107 to 109 = 3rd reject reason code<br>Position 110 to 112 = 4th reject reason code<br>Position 113 to 115 = 5th reject reason code<br>Position 116 to 118 = 6th reject reason code<br>Position 119 to 121 = 7th reject reason code<br>Position 122 to 124 = 8th reject reason code | These are the 200 series of edits that can be found in this section of the Technical Reference. |
| | | XX | A | Unused | Length extended to make the header record the same length as the detail records which follow. | Constant spaces | |
| | | ≥ 100 | | **Total Record Length** | | | |

# TEACH Grant Batch Trailer Layout

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **TEACH Grant Batch Trailer Layout** |
| **First** | **Last** | **Len** | **Type** | **Field Name** | **Description** | **Valid Values** | **Processing Notes/Edits** |
| 1 | 10 | 10 | A | Trailer Identifier | Identify Trailer record in file. | This field is required. Constant: 'TEACH TLR ' | Missing Batch Trailer – reject batch. No detail records—reject Batch. |
| 11 | 14 | 4 | N | Data Record Length | Length of data records included in this Batch. | This field is required. Must be numeric: 0001 to 9999 | If not equal to Data Record on Header, then reject Batch. |
| 15 | 40 | 26 | A | Batch ID | Number generated by the institution to uniquely identify a specific batch of records. | This field is required.<br><br>Format = XXCCYY999999CCYYMMDDHHMMSS Where:<br>XX = batch type code (alpha)<br>CCYY = last year in cycle = '2010'<br>999999 = First six digits of Attended OPE ID<br>CCYYMMDD = date batch created<br>HHMMSS = time batch created | If not equal to Batch ID on Header, then reject Batch. |
| 41 | 46 | 6 | N | Reported Number of Records | Number of data records included in the Batch. | This field is required. Must be numeric: 000000 to 999999 | If not equal to count of detail records in input Batch, then return warning message. |
| 47 | 57 | 11 | N | Unused | Constant Zeros | | |
| 58 | 58 | 1 | A | Reported Total Sign Indicator | Positive or negative sign for total amount reported. | This field is required.<br>P = Positive<br>N = Negative | |
| 59 | 64 | 6 | N | Accepted and Corrected Number of Records | ED USE ONLY - Number of data records accepted and corrected. | 000000 to 999999 | |
| 65 | 75 | 11 | N | Accepted and Corrected Total of Batch | ED USE ONLY - Total Award or Disbursement amount accepted and corrected on Batch. | Dollars and cents. Use leading zeros, do not include the $ sign or decimal point. 00000000000 to 99999999999 | |
| 76 | 76 | 1 | A | Accepted and Corrected Total Sign Indicator | ED USE ONLY - Positive or negative sign for total amount accepted. | P = Positive<br>N = Negative | |
| 77 | 82 | 6 | N | Number of Duplicate Records | ED USE ONLY- Number of data records that duplicate a previously accepted Origination or Disbursement record. For all other types of batches this field is all zeroes. | 000000 to 999999 or Blank. | |
| 83 | 100 | 18 | A | Unused | Reserved for future expansion. | Constant spaces | |
| | | XX | A | Unused | Length extended to make the trailer record the same length as the detail records. | Constant spaces | |
| | | ≥ 100 | | **Total Record Length** | | | |

# TEACH Grant Multiple Reporting Record (MRR)

The Multiple Reporting Record (MRR) provides information to a school about a student's origination and disbursement status at other schools and the amount of TEACH Grant award(s) disbursed.  The TEACH Grant MRR only identifies one primary type of multiple reporting conditions:  concurrent enrollment.

## Business Rules

1.  An MRR can only be COD system generated.

2.  The MRR is provided in fixed-length, flat file format.

3.  The MRR is sent from the COD System using message class THMR10OP.

### Data Request
Beginning March 2009, an MRR can be requested by the school via batch data request.

## Record Layout

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **TEACH Grant Multiple Reporting Record** | | | | | | | |
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 2 | 2 | A | Record Type | Code that indicates the reason the institution is receiving the record. | RO = Data request for Origination information.<br>RD = Data request for Disbursement information.<br>RN = No MRR information found<br>CE = The student is concurrently enrolled | |
| 3 | 8 | 6 | A/N | Requesting Institution OPEID | First six digits of the OPEID of the requesting attended campus of the student.  Will be blank for concurrent enrollment records. | Must be a valid first six digits of OPEID assigned by the Department of Education.<br>May be BLANK. | Data request available March 2009 |
| 9 | 9 | 1 | A | Multiple Reporting Request Code 1 | Indicates the institution is requesting origination or disbursement information.  Will be blank for concurrent enrollment records. | O = Send origination information<br>D = Send disbursement information<br>May be BLANK. | Data request available March 2009 |
| 10 | 10 | 1 | A | Multiple Reporting Request Code 2 | Indicates the institution is requesting by selected student, selected institution, or all students.  Will be blank for concurrent enrollment records. | A = Send list of other institutions for all students<br>S = Send list of other institutions for students listed in record.<br>I = Send student for institution listed in record<br>May be blank. | Data request available March 2009 |
| 11 | 21 | 11 | A | MR Student ID | The Student SSN and Name code for which a MRR is requested.  Will be blank for concurrent enrollment records. | Blank or<br>001010001XX to 999999999XX<br>where XX =<br>Uppercase A to Z;<br>. (period);<br>' (apostrophe); (dash);<br>Blank = no last name | Data request available March 2009 |
| 22 | 27 | 6 | A/N | MR Institution first six digits of OPEID | The institution code for which MRR are requested.  Will be blank for concurrent enrollment records. | Valid first six digits of OPEID.<br>May be blank. | Data request available March 2009 |
| 28 | 36 | 9 | N | Student Original SSN | Student's Original SSN from the origination record. | 001010001 to 999999999 | |

| TEACH Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 37 | 38 | 2 | A | Original Name Code | Student's name code from the origination record. | Uppercase A to Z; . (period); ' (apostrophe); 1 (dash) Blank (no last name). | |
| 39 | 44 | 6 | A/N | First six digits of Institution OPEID | First six digits of OPEID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record. | Must be a valid first six digits of OPEID assigned by the Department of Education. | |
| 45 | 114 | 70 | A/N | Institution Name | The name of the institution. | | |
| 115 | 149 | 35 | A/N | Institution Street Address – Line 1 | The street or post office box address of institution. | | |
| 150 | 184 | 35 | A/N | Institution Street Address – Line 2 | The street or post office box address of institution. | | |
| 185 | 209 | 25 | A/N | Institution City | The city in which the institution is located. | | |
| 210 | 211 | 2 | A | Institution State | The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located. | | |
| 212 | 220 | 9 | A/N | Zip Code | The zip code of the institution. | | |
| 221 | 250 | 30 | A/N | Financial Aid Administrator (FAA) Name | The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE. | | |
| 251 | 260 | 10 | N | FAA Telephone Number | The working phone number for the person indicated as FAA. | Includes area code, but not parentheses or dashes. | |
| 261 | 270 | 10 | A/N | FAA Fax Number (Optional) | The working fax number used by the person indicated as FAA. | May be BLANK.  Otherwise includes area code, but not parentheses or dashes. | |
| 271 | 320 | 50 | A/N | Internet Address | Internet address of an authorized official. | May be BLANK. | |
| 321 | 327 | 7 | A/N | Unused | Reserved for future expansion. | Constant spaces | |
| 328 | 334 | 7 | N | Origination Award Amount | Annual award amount supplied on the origination record. | Range = 0000000 to AWARD AMOUNT MAX | |
| 335 | 336 | 2 | N | Transaction Number | CPS-assigned Transaction number from the eligible SAR used to calculate the award. | Range = 01 to 99 | |
| 337 | 341 | 5 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 342 | 349 | 8 | D | Enrollment Date | First date the student was enrolled in an eligible program for the award year. | CCYYMMDD Range = 20090101 to 20100630 | |
| 350 | 357 | 8 | D | Origination Create Date | Date the origination was created in COD database. | CCYYMMDD | |

| TEACH Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 358 | 364 | 7 | N | Total of Disbursements Accepted | Total amount of all disbursements for a specific award accepted by the TEACH Program. | Range = 0000000 to AWARD AMOUNT MAX | |
| 365 | 372 | 8 | D | Last Activity Date | Date the last payment was received from the institution. | Format = CCYYMMDD | |
| 373 | 380 | 8 | D | Next Estimated Disbursement Date | Date of the next estimated disbursement date. | Blank or CCYYMMDD | |
| 381 | 385 | 5 | A/N | Unused | Reserved for future expansion. | Constant spaces | |
| 386 | 395 | 10 | N | ED Use Flags | Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify | Format = 0000000000 Where: Each digit signifies a different situation 1st = Shared SAR ID 3rd = Concurrent Enrollment 4th through 10th = Reserved for future use. | |
| 396 | 411 | 16 | A/N | Student's Last Name | The last name of the student for this CPS transaction number. | A to Z, 0 to 9, period, apostrophe, hyphen or blank | |
| 412 | 423 | 12 | A/N | Student's First Name | The first name of the student for this CPS transaction number. | A to Z, 0 to 9 or blank | |
| 424 | 424 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction number. | A to Z or blank | |
| 425 | 432 | 8 | D | Student's Date of Birth | The date of birth of the student for this CPS transaction number. | Format = CCYYMMDD | |
| 433 | 441 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS.  This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during ACG Grant processing. | Valid Social Security Number or BLANK if not matched | |
| 442 | 462 | 21 | A/N | Award ID | Award ID is a unique identifier for TEACH Awards. It is a 21 byte field in the specific order of SSN (9 char.), Award Type (1 char. TEACH Award = H), Award Year (2 char.), first six numbers of OPEID (6 char.), and Award Sequence Number (3 char.). | H = Award Type | |
| 463 | 469 | 7 | N | Unused | Reserved for future expansion. | Constant spaces | |
| 470 | 476 | 7 | N | Unused | Reserved for future expansion. | Constant spaces | |
| | | 476 | | Total Record Length | | | |

## *TEACH Grant School Account Statement (SAS)*

The TEACH School Account Statement (SAS) is a monthly statement, similar to a bank statement, which summarizes a school's TEACH processing activity for each month. The TEACH SAS is a school's primary tool used in reconciliation, and should be compared to both financial aid and business office records. This file provides the Department's official ending cash balance as of the end date of the file, based on data submitted by a school. As such, all schools with cash or disbursement activity within the award year will receive the TEACH SAS on a monthly basis.

### Sections of the TEACH SAS

- Cash Summary - This section of the TEACH SAS provides the Department's official Ending Cash Balance for a school for the reported period. The Cash Summary contains both a monthly and a year-to-date summary of cash and award data processed at COD for that program year. This section can be compared to summary information on a school's internal systems. The comparison may then identify areas where further research is needed.

- Cash Detail - This section of the TEACH SAS provides detail on cash transactions processed at COD during the reported period. This includes drawdowns, drawdown adjustments, pushed funds, refunds of cash, returns, and/or reversals. If the monthly option is chosen, this section will only include cash transactions processed at COD during that month. If the year-to-date option is chosen, the section will include cash transactions processed at COD from the start of the program year through the end date of the file.

- TEACH Award Detail, Disbursement Activity Level - This section of the TEACH SAS provides transaction-level detail for all disbursement and adjustment transactions processed on COD during the reported period. If the monthly option is chosen, this section will include disbursements booked on COD during the reported month as well as year-to-date unbooked disbursements. If the year-to-date option is chosen, the section will include all disbursements, booked and unbooked, on COD as of the end date of the report. This information can be used to do a transaction-level comparison to the school's internal records, for either that month, or year-to-date. Note that for TEACH, unbooked disbursements are typically future dated disbursements. In most cases, unbooked disbursements appearing on the TEACH SAS are rare.

### Business Rules

1. The COD system generates the TEACH SAS and automatically sends it to a school's SAIG mailbox.

2. The TEACH SAS is generated monthly and includes all data through the last day of the previous month.

3. The TEACH SAS displays pennies for all dollar amount fields.

4. Schools have the option to select the TEACH SAS Report Activity Type on the COD Web site.

    a. The choices for the Report Activity Type option are:

        i. Monthly (Default)

        ii. Year-to-Date

        iii. Both Monthly and Year-to-Date

    b. Schools may set or change their Report Activity Type option at any time. Changes will be applied to the next scheduled run of the TEACH SAS file.

    c. Schools new to the TEACH program or schools that have not changed their options on the COD Web site are set to the default values.

    d. A school's SAS options for the current award year will be carried over to the next award year with New Award Year Setup. If a school wants different options for different award years, it must update its options separately for each award year. Schools should ensure they are in the correct program year in the TEACH SAS Report Options screen before updating their options.

5.  The TEACH SAS file is delivered to a school's SAIG mailbox in Comma-Delimited format using the following message classes:

    a.  Monthly file (message class THSM10OP)

    b.  Year-to-Date file (message class THSY10OP)

## Comma-Delimited (CSV) Record Layouts

### *Year-To-Date and Monthly Cash Summary Header Information*

| TEACH Grant School Account Statement (SAS) Comma-Delimited Header Information | | Year-To-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|
| **Line** | **Field Name and Description** | **Valid Field Content** |
| 1 | U.S. Department of Education | U.S. Department of Education |
| 2 | File Name | TEACH School Account Statement Cash Summary YTD and TEACH School Account Statement Cash Summary Monthly. |
| 3 | School Code: | School's 8-digit OPE ID |
| 4 | School Name: | School Name |

### *Year-To-Date and Monthly Cash Summary Column Headings*

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Column Headings | Year-To-Date and Monthly Cash Summary (Record Type "T") |
|---|---|
| **Column** | **Column Heading** |
| A | Statement Record Type |
| Comma | , |
| B | TEACH School Account Statement Batch Identifier |
| Comma | , |
| C | School Code |
| Comma | , |
| D | Region Code |
| Comma | , |
| E | State Code |
| Comma | , |
| F | End Date |
| Comma | , |
| G | Process Date |
| Comma | , |
| H | Cash Summary Type |
| Comma | , |
| I | Beginning Cash Balance |
| Comma | , |
| J | Cash Receipts |
| Comma | , |

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Column Headings | Year-To-Date and Monthly Cash Summary (Record Type "T") |
|---|---|
| **Column** | **Column Heading** |
| K | Refunds of Cash |
| Comma | , |
| L | Net Drawdown/Payments |
| Comma | , |
| M | Booked Disbursements |
| Comma | , |
| N | Booked Adjustments |
| Comma | , |
| O | Total Net Booked Disbursements |
| Comma | , |
| P | Ending Cash Balance |
| Comma | , |
| Q | Unbooked Disbursements |
| Comma | , |
| R | Unbooked Adjustments |
| Comma | , |
| S | Total Net Unbooked Disbursements |
| Comma | , |
| T | Cash > Accepted and Posted Disbursements |
| Comma | , |
| U | Record Count Sequence Number |

## Year-To-Date and Monthly Cash Summary, Detail Record

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record | | Year-To-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Statement Record Type Code that identifies the type of records in the batch | T = Cash Summary |
| | Comma | , |
| B | TEACH School Account Statement Batch Identifier The batch identifier for this file | Batch Type = TS (Monthly) or TW (Year-to-Date) Cycle Indicator = 0 (for 2009–2010) School Code = 000000-999999 (First six characters of school's OPE ID) Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS |
| | Comma | , |
| C | School Code | 00000000–99999999 8-digit OPE ID |
| | Comma | , |

| | TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record | Year-To-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| D | Region Code<br>2-digit region code of the school | 01-99 |
| | Comma | , |
| E | State Code<br>2-Letter state code of the school | Uppercase A – Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | Comma | , |
| F | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101-20991231 |
| | Comma | , |
| G | Process Date<br>Date file processed at COD | Format is CCYYMMDD<br>19000101-20991231 |
| | Comma | , |
| H | Cash Summary Type | Y1 = Year-To-Date Cash Summary Total<br>T1 = Monthly Cash Summary Total |
| | Comma | , |
| I | Beginning Cash Balance<br>This is COD's beginning balance for this file.<br>For Cash Summary Type = "Y1," this field is zero filled<br>For Cash Summary Type = "T1," this field represents last month's ending balance. It is all booked activity up to and through the prior month's end date | -999999999.99 to 0999999999.99<br>Zeros for Cash Summary Type = Y1 |
| | Comma | , |
| J | Cash Receipts<br>Total receipts of cash (drawdowns) for the period<br>For Cash Summary Type = "Y1," this is the sum of all cash receipt (drawdowns) transactions for the program Year-To-Date and corrections to drawdowns processed during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) transactions for the current month and corrections to drawdowns processed during current month | -999999999.99 to 0999999999.99<br>If no activity, zero filled |
| | Comma | , |
| K | Refunds of Cash<br>Total cash refunded for the period<br>For Cash Summary Type = "Y1," this is the sum of all refund of cash transactions received by COD for the program Year-To-Date and corrections to refund of cash processed during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all refund of cash transactions received by COD for the current month and corrections to refund of cash processed during the current month | -999999999.99 to 0999999999.99<br>If no activity, zero filled |

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record | | Year-To-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | Comma | , |
| L | Net Drawdowns/Payments<br>The difference between the total Cash Receipts (drawdowns) and total Refunds of Cash returned<br>For Cash Summary Type = "Y1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the current month | -999999999.99 to 0999999999.99<br>If no activity, zero filled |
| | Comma | , |
| M | Booked Disbursements<br>The total net amount of all actual disbursements booked at COD<br>For Cash Summary Type = "Y1," this is the sum of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all actual disbursements that were booked at COD during the current month | -999999999.99 to 0999999999.99<br>If no activity, zero filled |
| | Comma | , |
| N | Booked Adjustments<br>The total net amount of all disbursement adjustments booked at COD<br>For Cash Summary Type = "Y1," this is the sum of all actual disbursement adjustments that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all actual disbursement adjustments that were booked at COD during the current month | -999999999.99 to 0999999999.99<br>If no activity, zero filled<br>(-) indicates a downward adjustment<br>(+) indicates an upward adjustment |
| | Comma | , |
| O | Total Net Booked Disbursements<br>The total of Net Booked Disbursements and Net Booked Adjustments<br>For Cash Summary Type = "Y1," this is the sum of all net disbursements and adjustments that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all net disbursements and adjustments that were booked at COD during the current month | -999999999.99 to 0999999999.99<br>If no activity, zero filled |
| | Comma | , |
| P | Ending Cash Balance<br>This is COD's ending balance for this file.<br>For Cash Summary Type = "Y1" and "T1," this is the ending cash balance at COD as of the file end date<br>ECB = Beginning Cash Balance + Net Drawdowns/Payments - Total Net Booked Disbursements | -999999999.99 to 0999999999.99 |
| | Comma | , |
| Q | Unbooked Disbursements<br>The total net amount of all the actual disbursements accepted but not booked at COD<br>For Cash Summary Type = "Y1" and "T1," this is the | -999999999.99 to 0999999999.99<br>If no activity, zero filled |

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record | | Year-To-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | sum of all unbooked actual net disbursements at COD as of the program Year-To-Date | |
| | Comma | , |
| R | Unbooked Adjustments<br>The total net amount of all the actual disbursement adjustments not booked at COD<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursement adjustments at COD as of the program Year-To-Date | -999999999.99 to 0999999999.99<br>If no activity, zero filled<br>(-) indicates a downward adjustment<br>(+) indicates an upward adjustment |
| | Comma | , |
| S | Total Net Unbooked Disbursements<br>The total of Unbooked Disbursements and Unbooked Adjustments<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual disbursement activities at COD as of the program Year-To-Date | -999999999.99 to 0999999999.99<br>If no activity, zero filled |
| | Comma | , |
| T | Cash > Accepted and Posted Disbursements<br>The difference between the Ending Cash Balance and the Total Net Unbooked Disbursements<br>For Cash Summary Type = "Y1" and "T1," this is the total Year-To-Date unbooked amount applied to the ending balance | -999999999.99 to 0999999999.99<br>If no activity, zero filled |
| | Comma | , |
| U | Record Count Sequence Number<br>Record counter for each Record in the SAS file | 000001-999999 |

## *Cash Detail, Column Headings*

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Column Headings | Cash Detail (Record Type "C") |
|---|---|
| **Column** | **Column Heading** |
| A | Statement Record Type |
| Comma | , |
| B | TEACH School Account Statement Batch Identifier |
| Comma | , |
| C | School Code |
| Comma | , |
| D | Region Code |
| Comma | , |
| E | State Code |
| Comma | , |
| F | End Date |
| Comma | , |
| G | Process Date |

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited (CSV) Column Headings | Cash Detail<br>(Record Type "C") |
|---|---|
| **Column** | **Column Heading** |
| Comma | , |
| H | Transaction Type – Cash |
| Comma | , |
| I | Transaction Date |
| Comma | , |
| J | Check Number |
| Comma | , |
| K | Transaction Amount |
| Comma | , |
| L | Payment Control Number |
| Comma | , |
| M | Record Count Sequence Number |

## *Cash Detail, Detail Record*

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited (CSV) Detail Record | | Cash Detail<br>(Record Type "C") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Statement Record Type<br>Code that identifies the type of records in the batch | C = Cash Detail |
| | Comma | , |
| B | TEACH School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = TS (Monthly) or TW (Year-to-Date)<br>Cycle Indicator = 0 (for 2009–2010)<br>School Code = 000000-999999 (First six characters of school's OPE ID)<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | Comma | , |
| C | School Code | 00000000–99999999<br>8-digit OPE ID |
| | Comma | , |
| D | Region Code<br>2-digit region code of the school | 01-99 |
| | Comma | , |
| E | State Code<br>2-Letter state code of the school | Uppercase A – Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | Comma | , |
| F | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and | Format is CCYYMMDD<br>19000101-20991231 |

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited (CSV) Detail Record | | Cash Detail<br>(Record Type "C") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | through this date only | |
| | Comma | , |
| G | Process Date<br>Date file processed at COD | Format is CCYYMMDD<br>19000101-20991231 |
| | Comma | , |
| H | Transaction Type – Cash<br>Type of Cash Transaction | R = Cash Receipts<br>X = Refunds of Cash |
| | Comma | , |
| I | Transaction Date<br>Date that Refund of Cash [Excess Cash] is applied, or Date that Drawdown activity occurred or processed on COD | Format is CCYYMMDD |
| | Comma | , |
| J | Check Number (if available at COD)<br>Check Number returned by the school on a check for refund of cash [return of excess cash] | Numeric > = 0<br>Always blank |
| | Comma | , |
| K | Transaction Amount<br>COD amount of the cash receipts or refunds of cash transaction | -9999999999 to 09999999999<br>Cannot be blank; can be zero filled |
| | Comma | , |
| L | Payment Control Number<br>Code received from G5 for cash receipts only | Numeric > 0<br>Can be blank |
| | Comma | , |
| M | Record Count Sequence Number<br>Record counter for each record in the TEACH SAS file | 000001-999999 |

### TEACH Award Detail, Disbursement Activity Level, Column Headings

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited (CSV) Column Headings | TEACH Award Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|
| **Column** | **Column Heading** |
| A | Statement Record Type |
| Comma | , |
| B | TEACH School Account Statement Batch Identifier |
| Comma | , |
| C | School Code |
| Comma | , |
| D | Region Code |
| Comma | , |
| E | State Code |

| | TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Column Headings | TEACH Award Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|
| **Column** | **Column Heading** | |
| Comma | , | |
| F | End Date | |
| Comma | , | |
| G | Run Date | |
| Comma | , | |
| H | Award Identifier | |
| Comma | , | |
| I | Award Booked Date | |
| Comma | , | |
| J | Disbursement Booked Date | |
| Comma | , | |
| K | Disbursement Amount | |
| Comma | , | |
| L | Disbursement Actual Net Adjustment | |
| Comma | , | |
| M | Disbursement Number | |
| Comma | , | |
| N | Disb Sequence Number | |
| Comma | , | |
| O | Transaction Type | |
| Comma | , | |
| P | Transaction Date | |
| Comma | , | |
| Q | Award Total YTD Disbursement Amount | |
| Comma | , | |
| R | Student's First Name | |
| Comma | , | |
| S | Student's Last Name | |
| Comma | , | |
| T | Record Count Sequence Number | |

### *TEACH Award Detail, Disbursement Activity Level, Detail Record*

| | TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record | TEACH Award Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Statement Record Type<br>Code that identifies the type of records in the batch | D = Disbursement Activity Detail |

| | TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record | TEACH Award Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | Comma | , |
| B | TEACH School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = TS (Monthly) or TW (Year-to-Date)<br>Cycle Indicator = 0 (for 09–10)<br>School Code = 000000-999999 (First six characters of school's OPE ID)<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | Comma | , |
| C | School Code | 00000000–99999999<br>8-digit OPE ID |
| | Comma | , |
| D | Region Code<br>2-digit region code of the school | 01-99 |
| | Comma | , |
| E | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | Comma | , |
| F | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD |
| | Comma | , |
| G | Run Date<br>Date file processed at COD | Format is CCYYMMDD |
| | Comma | , |
| H | Award Identifier (Award ID) associated with this record | Student's Social Security Number: 001010001–999999998<br>Award Type: H = TEACH<br>Program Year: 10 (for 2009-2010)<br>First Six Characters of School OPEID: 000000-999999<br>Award Sequence Number: 001–999 |
| | Comma | , |
| I | Award Booked Date (at COD)<br>Date the award booked at COD | Format is CCYYMMDD<br><br>This field will be blank for unbooked awards |
| | Comma | , |
| J | Disbursement Booked Date (at COD)<br>Date the individual disbursement activity booked at COD | Format is CCYYMMDD<br><br>This field will be blank for unbooked awards |
| | Comma | , |
| K | Disbursement Amount—COD<br>COD-calculated actual disbursement amount (in dollars) of the disbursement | Numeric >= 0 |

| Column | Field Name and Description | Valid Field Content |
|---|---|---|
| | **TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record** | **TEACH Award Detail, Disbursement Activity Level (Record Type "D")** |
| | Comma | , |
| L | Disbursement Actual Net Adjustment—COD<br>COD-calculated actual net adjustment amount (in dollars) of the disbursement<br>This reflects the difference between the new Disbursement amount for this transaction, and the Disbursement amount provided in the previous transaction sequence number. | -99999 to 099999<br>Can be blank |
| | Comma | , |
| M | Disbursement Number<br>The disbursement number for the current disbursement transaction | |
| | Comma | , |
| N | Disbursement Sequence Number<br>The sequence number that determines the order in which the disbursement activity is processed | 01–99 |
| | Comma | , |
| O | Transaction Type—Disbursement<br>Disbursement Activity Type recorded at COD | A = Adjustment<br>D = Disbursement<br>Disbursement Activity = Q is not indicated on the SAS |
| | Comma | , |
| P | Transaction Date<br>Date disbursement activity occurred at the school | Format is CCYYMMDD |
| | Comma | , |
| Q | Award Total YTD Disbursement Amount—COD<br>The sum of COD-calculated actual booked disbursement and adjustment amounts (in dollars and cents) for the award.<br>This field is only populated in the YTD Activity Type and lists the total YTD booked amount within the final booked transaction for each award listed. | Numeric >= 0<br><br>In the Monthly Activity file, this field is always zeroes |
| | Comma | , |
| R | Student's First Name | |
| | Comma | , |
| S | Student's Last Name | |
| | Comma | , |
| T | Record Count Sequence Number<br>Record counter for each record in the SAS file | 000001–999999 |

## *TEACH Grant Pending Disbursement List*

This report provides a listing of all TEACH Grant anticipated disbursements (`DRI = false`).

### Business Rules

1.  The Pending Disbursement List is automatically sent to the school's SAIG mailbox on a weekly basis in the following formats:

    a.  Preformatted Text file (message class `THPD10OP`)

2.  The Pending Disbursement List is available via the COD web site in the following format:

    a.  Comma-Delimited (CSV)

    b.  The Pending Disbursement List available on the COD web site is the report most recently generated by COD.

> **Format Options**
> Previous versions of this report will also be available on the COD web site.

Although the Pending Disbursement List is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

### Comma-Delimited (CSV) Detail Record Layout

| TEACH Grant Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Run Date<br>Date file processed at COD | Format is CCYYMMDD |
| Comma | Delimiter | , |
| B | Award Year | 2009-2010 |
| Comma | Delimiter | , |
| C | School Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| D | Routing ID (External School ID) | 8 digit number<br>0-9 |
| Comma | Delimiter | , |
| E | OPE ID (First six characters of school's OPE ID) | Number field |
| Comma | Delimiter | , |
| F | Address (School Address) | Character field:<br>40 characters per line (up to three address lines):<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| G | CityStateZip | Character field:<br>0-9 |

| TEACH Grant Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | | Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| H | Student First Name | Character field:<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| I | Student Last Name | Character field:<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| J | SSN (Student Social Security Number) | Number field:<br>001010001-99999998 |
| Comma | Delimiter | , |
| K | Award ID (Student Award ID) | Character field:<br>123456789H10123456001<br><br>21 character award ID of a TEACH Grant<br><br>The components of the Award ID are:<br>Person's SSN:<br>    001010001–999999998<br>Program Indicator ('H' for TEACH)<br>Award Year: 10, for 2009-2010<br>OPE ID code:<br>    000000-099999<br>Sequence Number:<br>    001-999 |
| Comma | Delimiter | , |
| L | Batch ID/Document ID | Character field:<br>Example:<br>2009-09-18T20:19:25.4372193049 |
| Comma | Delimiter | , |
| M | Disb. Date (Disbursement Date) | Date field:<br>Format is MM/DD/CCYY |
| Comma | Delimiter | , |
| N | Disb. No. (Disbursement Sequence Number – determines the order in which transactions must be processed for a given disbursement number.) | Number field:<br>1-999 |

| TEACH Grant Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| | | |
| Comma | Delimiter | , |
| O | Disbursement Amount | Decimal field |
| Comma | Delimiter | , |
| P | Subtotal Disbursement Amount for Student | Decimal field |
| Comma | Delimiter | , |
| Q | Total Number of Disbursements (the count of all disbursements on the report) | Number field |
| Comma | Delimiter | , |
| R | Total Disbursement Amount (the sum of all disbursements on the report) | Decimal field |

## Sample Preformatted SAIG TEACH Grant Pending Disbursement List Mockup

```
                        U.S. Department of Education         Page 1 of 1
      Run Date:03/30/2010        Federal TEACH Grant Program    Run Time: 09:59AM
                        TEACH Pending Disbursement Listing
                          For Award Year: 2009-2010
      *THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*
      ****************************************************************************

      School Name: Adelphi University                     OPE ID: 00100700
      Address: Adelphi University                         Routing ID: 10001007
             Arlington, VA  12345-6789

      Student First Name    Disb. Date                  Disb. No.      Disb.
      Student Last Name     Batch ID/Document ID                        Amt
      SSN                   Award ID

      BYRON                 2009-12-31                  02          $100.00
      MERATI                2009-08-11T20:44:01.4710001007
      999999998             999999998H10001007001



                            2009-08-21                  01          $100.00
                            2009-08-11T20:44:01.4710001007
                            999999998H10001007001

      SUBTOTAL DISBURSEMENT AMOUNT:                                 $200.00


      DAVID                 2009-08-31                  01          $100.00
      HONNER                2009-12-31T14:05:47.3723211676
      999999999             999999999H10001007001

      SUBTOTAL DISBURSEMENT AMOUNT:                                 $100.00


      TOTAL NUMBER OF DISBURSEMENTS: 3     TOTAL DISBURSEMENT AMOUNT:   $300.00
```

## *TEACH Inactive Grants Report*

The TEACH Inactive Grants Report lists all TEACH Grant awards that have been inactivated (the award and any pending or actual disbursements have been adjusted to $0) by the school for the reporting period. The reported period is a 30 day period, as shown at the top of the report, and this will be the calendar month prior to the run date of the report.

This report can be used to:

- Confirm that only the correct grants have been made inactive

  o Schools can reconcile this report with internal school records to verify that all awards needing to be made inactive have been processed at COD.

### Business Rules

1. The TEACH Inactive Grants Report is automatically sent to the school's SAIG mailbox on a monthly basis.

2. The TEACH Inactive Grants Report is available via the SAIG mailbox in the following format:

   a. Preformatted Text file (message class `THIGPFOP`)

3. The Inactive Grants Report is available via the COD web site in the following formats:

   a. Comma-Delimited (CSV)

   b. The Inactive Grants Report available on the COD web site is the report most recently generated by COD.

> **Format Options**
> Previous versions of this report will also be available on the COD web site.

4. Although the Inactive Grants Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

### Comma-Delimited (CSV) Detail Record Layout

| TEACH Grant Inactive Grants Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | OPE ID | Number field |
| Comma | Delimiter | , |
| B | School Name | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| C | Address Line 1 | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| D | Address Line 2 | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period) |

| TEACH Grant Inactive Grants Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | | • ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| E | ADDRESS LINE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| F | City | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| G | State | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| H | ZIP Code | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| I | Award ID | Character field:<br>123456789H10123456001<br><br>Student's Social Security Number: 001010001–999999998<br>Award Type: H = TEACH<br>Program Year: 10, for 2009-2010<br>School OPEID: 123456<br>Last three digit field: sequence number |
| Comma | Delimiter | , |
| J | Count (Award ID) No.1 | Number field |
| Comma | Delimiter | , |
| K | Student Name | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |

| TEACH Grant Inactive Grants Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| L | Inactive Date | Date field:<br>Format MM-DD-YYYY |
| Comma | Delimiter | , |
| M | Award Type Description | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| N | First of Month | Date/time field:<br>Format MM-DD-YYYY HH:MM |
| Comma | Delimiter | , |
| O | End of Month | Date/time field:<br>Format MM-DD-YYYY HH:MM |
| Comma | Delimiter | , |
| P | Reporting Period | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |

## *Sample Preformatted SAIG TEACH Grant Inactive Grants Report Mockup*

```
RUN DATE: 03/30/2009        U.S. DEPARTMENT OF EDUCATION              PAGE 1
RUN TIME: 04:34PM             FEDERAL TEACH GRANT PROGRAM
                              TEACH INACTIVE GRANTS REPORT
                     REPORTING PERIOD: 2010-03-01 - 2010-03-31


   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

 SCHOOL OPEID:  00000366
 SCHOOL NAME: Mayo College
 ADDRESS: Mayo College      Arlington, VA 12345-6789
                                                      INACTIVE
 AWARD ID                    BORROWER NAME            DATE
 -------------------------------------------------------------------------------
 100017013H10000003001       CREWS, JOHN M            03/20/2010
 100013828H10000003001       JOHNSON, THOMAS P        03/21/2010
 TOTAL NUMBER OF INACTIVE TEACH GRANTS FOR PERIOD:      2
 -------------------------------------------------------------------------------
```

## *TEACH Grant SSN/Name/Date of Birth Change Report*

The TEACH SSN/Name/Date of Birth Change Report lists students who have had identifier changes (including changes to SSN, name, and date of birth) during the reporting period, which is 90 days prior to the report end date. A student with an identifier change will be included on your school's report if that person was associated with your school for any of the 3 most recent award years. The change may have been initiated by: a) your school, b) another school associated with that student, or c) Direct Loan Servicing (in the case of an SSN change only). The report detail provides information on the school submitting the change, the field changed, the old value, the new value, and the date the change was accepted, to assist your school with researching any related identifier issues.

The information on this report can be used to:

- Confirm identifier changes sent by your school have been accepted properly on COD.

- Update your records (where appropriate).

   o Because your school may not have initiated the change, it is important to monitor the information on this report for any updated identifier information for your students and make changes to your records where appropriate. This will help you prevent future rejects based on old identifier information.

   o If your school has more current information on the student's identifiers, you will need to ensure this information is properly documented and updated on COD.

### Business Rules

1. The TEACH SSN/Name/Date of Birth Change Report is automatically sent to the school's SAIG mailbox on a weekly basis, when a change is initiated.

2. The SSN/Name/Date of Birth Change Report is available via SAIG in the following format:

   a. Preformatted Text file (message class `THSNPFOP`)

3. The SSN/Name/Date of Birth Change Report is available via the COD web site in the following formats:

   a. Comma-Delimited (CSV)

4. The SSN/Name/Date of Birth Change Report available on the COD web site is the report most recently generated by COD.

> ### Previous Versions
> Up to 52 previous versions of this report will also be available on the COD web site.

5. Although the SSN/Name/Date of Birth Change Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

### Comma-Delimited (CSV) Detail Record Layout

| TEACH Grant SSN/Name/Date of Birth Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| A | REPORTING PERIOD | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| B | SCHOOL ID | Number field<br>ROUTING ID (RID) |
| Comma | Delimiter | , |

| TEACH Grant SSN/Name/Date of Birth Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| C | OPE ID | Number field |
| Comma | Delimiter | , |
| D | SCHOOL NAME | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| E | ADDRESS | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| F | SCHOOL CITY | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| G | SCHOOL STATE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| H | SCHOOL ZIP CODE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| I | PERSON LAST NAME | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| J | PERSON FIRST NAME | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe) |

| TEACH Grant SSN/Name/Date of Birth Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| | | • - (Dash) |
| Comma | Delimiter | , |
| K | MI | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| L | PERSON SSN | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| M | USER | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| N | FIELD NAME | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| O | OLD VALUE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| P | NEW VALUE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| Q | DATE CHANGE ACCEPTED | Date field:<br>Format MM-DD-YYYY |
| Comma | Delimiter | , |
| R | SUBMITTING SCHOOL ID | Number field<br>ROUTING ID (RID) |
| Comma | Delimiter | , |

| TEACH Grant SSN/Name/Date of Birth Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| S | SCHOOL NAME | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| T | SCHOOL CITY | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| U | SCHOOL STATE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| V | SCHOOL ZIP CODE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| W | SCHOOL TELEPHONE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |

## *Sample Preformatted SAIG SSN/Name/Date of Birth Change Report Mockup for TEACH Grants*

```
RUN DATE:03/03/2010     U.S. DEPARTMENT OF EDUCATION          Page 1 of 1
                         FEDERAL TEACH GRANT PROGRAM           RUN TIME:02:52PM
                  TEACH SSN/NAME/DATE OF BIRTH CHANGE REPORT
                   REPORTING PERIOD: 2009-12-04 - 2010-03-03


*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

SCHOOL ID:  10000225                         OPE ID:  00022500
SCHOOL NAME: Temple University
ADDRESS:    Temple University
            Arlington, VA  12345-


PERSON LAST NAME, FIRST NAME, MI    PERSON SSN         FIELD NAME
                                    USER               OLD VALUE
SUBMITTING SCHOOL ID                SCHOOL PHONE       NEW VALUE
SUBMITTING SCHOOL NAME              SCHOOL CITY, ST    DATE CHANGE ACCEPTED
                                    SCHOOL ZIP CODE


BAILER, JESSE  C                    999999999          NAME
                                    BATCH              JESSE BAILER
10000225                            4105553101         JESSE C BAILER
Temple University                   Arlington, VA      2009-12-28
                                    12345-


BAILER, JESSE  C                    999999999          DOB
                                    BATCH              1982-07-23
10000225                            4105553101         1982-07-27
Temple University                   Arlington, VA      2009-12-26
                                    12345-


BAISDEN, TUANNA  G                  999999999          NAME
                                    BATCH              JOANNA G BAISDEN
14330000                            3015238374         TUANNA G BAISDEN
ARIZONA STATE                       Arlington, CA      2010-01-03
                                    92401-


This report lists SSN/NAME/DOB changes for a student with grants from schools.
This report assists schools in identifying when demographic data changes for a
student.
```

## *TEACH Rebuild File*

An electronic Rebuild file can be requested to rebuild a school's lost or corrupted TEACH Database or to recreate specific student records. Schools, Customer Service, Third Party Servicers, and authorized FSA personnel can request a TEACH Rebuild via the COD Web site.

### Business Rules

1.  The TEACH Rebuild File will be provided in a fixed-length file format (message class `THRB10OP`)

2.  Schools, Customer Service, Third Party Servicers, and authorized FSA personnel can request a TEACH Rebuild via the COD Web site.

3.  A TEACH Rebuild File can be requested by a school for a specific:

    a.  Award Year (e.g. 2009-2010) – provides all the award/disbursement information for the entire award year

    b.  Student -  provides award(s)/disbursement(s) information for one particular student by Social Security Number

    c.  Award ID - provides award/disbursement information for a specific Award ID

    d.  Date Range – provides award(s)/disbursement(s) information within a range of dates for a particular award year.

4.  Disbursements with Disbursement Release Indicator (DRI) equal to false are not included on the TEACH Rebuild origination detail record.

5.  All amount fields displayed on the TEACH Rebuild file display pennies with an implied decimal.

> **Date Range Option**
> The date range option selects awards accepted within the date range and provides all disbursement transactions, including disbursement adjustments, related to these awards.

### TEACH Rebuild Origination Detail Record Layout

| TEACH Rebuild | | | | | Origination Detail Record Layout | |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Len** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 1 | 1 | 1 | 1 | Record Type<br>The type of record included in the file | O = Rebuild Origination Detail Record | Left |
| 2 | 2 | 22 | 21 | Financial Award ID<br>Unique award identifier | Student's Social Security Number:  001010001–999999998<br>Award Type:  H<br>Program Year: 10 (for 09-10)<br>School Code:  = 000000–999999 (First six characters of school's OPEID)<br>Award Sequence Number:  001–999 | Left |
| 3 | 23 | 31 | 9 | Student's Social Security Number<br>The student's current Social Security Number | 001010001–999999998 | Right |
| 4 | 32 | 43 | 12 | Student's First Name<br>The student's first name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position | Left |

| TEACH Rebuild | | | | | Origination Detail Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 5 | 44 | 59 | 16 | Student's Last Name<br>The student's last name | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>If the last name is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 6 | 60 | 60 | 1 | Student's  Middle Initial | Uppercase A-Z<br>Can be blank | Left |
| 7 | 61 | 95 | 35 | Student's Permanent Address<br>The first line of the student's permanent address | 0-9<br>Uppercase A-Z<br>, (Comma)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>If the address is more than 35 bytes, the value will be truncated to 35 bytes | Left |
| 8 | 96 | 111 | 16 | Student's Permanent Address City<br>The city where the student permanently resides | 0-9<br>Uppercase A-Z<br>, (Comma)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>If the city is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 9 | 112 | 113 | 2 | Student's Permanent Address State/Province Code<br>The state or province where the person permanently resides | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table Volume 8, Section 4<br>If the state/province is 3 bytes, the value will be truncated to 2 bytes | Left |
| 10 | 114 | 122 | 9 | Student's Permanent Zip Code<br>The Person's address Zip Code | 0–9<br>Space(s)<br>Last 4 digits can be blank<br>If the postal code is more than 9 bytes, the value will be truncated to 9 bytes | Left |
| 11 | 123 | 132 | 10 | Student's Telephone Number<br>The student's home telephone number | 0–9<br>Can be blank<br>If the telephone number is more than 10 bytes, the value will be truncated to 10 bytes | Right |

| TEACH Rebuild | | | | | Origination Detail Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 12 | 133 | 152 | 20 | Student's Driver's License Number<br>The student's driver's license number | 0–9<br>Uppercase A–Z<br>Space(s)<br>- (Dash)<br>* (Asterisk)<br>Can be blank | Left |
| 13 | 153 | 154 | 2 | Student's Driver's License State<br>The student's driver's license state | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank<br>If the Drivers License State is 3 bytes, the value will be truncated to 2 bytes | Left |
| 14 | 155 | 162 | 8 | Student's Date of Birth<br>The student's date of birth | Format is CCYYMMDD | Date |
| 15 | 163 | 163 | 1 | Person's Citizenship Status Code<br>The person's citizenship status | 1 = U.S. Citizen<br>2 = Eligible Non-Citizen<br>3 = Ineligible Non-Citizen | Right |
| 16 | 164 | 164 | 1 | Default/Overpay Code<br>The person is in default on a Title IV loan or owes a refund on a Title IV grant | N = No<br>Z = Overridden by School<br>Y = Yes | Left |
| 17 | 165 | 166 | 2 | Student Level Code<br>Indicates the student's current college grade level in the program or college | 01 = 1st year undergraduate, never attended college<br>02 = 1st year undergraduate, attended college before<br>03 = 2nd year undergraduate/sophomore<br>04 = 3rd year undergraduate/junior<br>05 = 4th year undergraduate/senior<br>06 = 5th year/other undergraduate<br>07 = Continuing graduate/professional or beyond | Right |
| 18 | 167 | 173 | 7 | Financial Award Amount<br>The total maximum amount for which the student is eligible | 0000000-9999999<br>Pennies, with implied the decimal, are displayed. Zero filled to the left of the dollar amount | Right |
| 19 | 174 | 177 | 4 | Award Year | 2010 for AY 2009-2010<br>Trailing award year | Right |
| 20 | 178 | 180 | 3 | Financial Award Sequence | 001-999 | Right |
| 21 | 181 | 203 | 23 | Document ID<br>The rebuild batch number generated by COD | Batch Type = TR<br>Cycle Indicator = 0 (for 09-10)<br>School Code = 000000–999999 (First six characters of school's OPEID)<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 22 | 204 | 209 | 6 | School Code<br>TEACH School Code | 000000–999999 (First six characters of school's OPEID) | Left |
| 23 | 210 | 210 | 1 | Electronic ATS Indicator | Y = Electronic ATS<br>Can be blank | Left |
| 24 | 211 | 212 | 2 | CPS Transaction Number<br>This data element-denotes the transaction number submitted by the school from an eligible ISIR used to calculate this award | Numeric<br>01-99 | Left |

| TEACH Rebuild | | | | | Origination Detail Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 25 | 213 | 220 | 8 | Enrollment Date | Format is CCYYMMDD | Date |
| 26 | 221 | 221 | 1 | Teacher Expert Indicator<br>This field will be used by schools to indicate that this student is a retired professional from a field which is in need of teacher and is returning to school with the intent to teach in that field once the degree is completed. | Y = True<br>N = False | Left |
| 27 | 222 | 229 | 8 | Award Create Date<br>The date the award record was originated by the school | Format is CCYYMMDD | Date |
| 28 | 230 | 279 | 50 | Student's E-mail Address<br>The student's e-mail address | Alphanumeric<br>Upper and Lower Cases<br>' (Apostrophe)<br>- (Dash)<br>_ (Underscore)<br># (Number)<br>@ (At)<br>% (Percent or in care of)<br>& (Ampersand)<br>/ (Slash)<br>, (Comma)<br>Space(s)<br>Can be blank<br>If the email address on file is greater than 50 bytes, the value will be truncated to 50 bytes.<br>Any valid keyboard character including underscore; but not the pipe symbol or space. | Left |
| 29 | 280 | 280 | 1 | ATS Status Code<br><br>The status of the ATS on file at COD | A=Accepted<br>R= Rejected ATS or ATS not on file at COD<br>P = Pending or unlinked ATS | Left |
| 30 | 281 | 281 | 1 | ATS Link Indicator<br>The Agreement to Serve indicator is used to indicate whether or not the award has been linked to an ATS at COD | Y = Award has been linked to an ATS at COD<br>N = Award is not linked to an ATS on file at COD | Left |
| 31 | 282 | 302 | 21 | ATS Identification<br>The ATS Identifier printed on the ATS linked to this loan | Ex: 123456789C10123456001<br>Student's Social Security Number: 001010001–999999998<br>ATS Indicator: C<br>Award Year: 10 (For 09-10)<br>School Code: 000000-999999 (First six characters of school's OPEID)<br>ATS Sequence Number:  001–999 | Left |
| 32 | 303 | 315 | 13 | Origination Cross-Reference | This field can contain any cross-reference information useful to the institution to identify student records internally.<br><br>Note: This is a School Use only field.  No edits are performed in COD.  Any data received in this field must be transmitted back to the school. | Instituti on defined |
| 33 | 316 | 406 | 91 | Unused/Reserved for future expansion | Will be blank | Right |
| | | | 406 | Total Bytes | | |

## TEACH Rebuild Disbursement Detail Record Layout

| TEACH Rebuild | | | | | Disbursement Detail Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 1 | 1 | Record Type<br>The type of record included in the file | D = Rebuild Disbursement Detail Record | Left |
| 2 | 2 | 22 | 21 | Financial Award ID<br>Unique award identifier | Student's Social Security Number: 001010001–999999998<br>Award Type: H<br>Program Year: 10 (for 09-10)<br>School Code: = 000000–999999 (First six characters of school's OPEID)<br>Award Sequence Number: 001–999 | Left |
| 3 | 23 | 24 | 2 | Disbursement Number<br>The disbursement number for the current disbursement transaction | 01–20<br>Disbursement number 1 to 9 is zero filled to the left and is returned as 01 to 09 | Right |
| 4 | 25 | 32 | 8 | Disbursement Date<br>The date the disbursement (disbursement sequence number 01) was credited to school's account at the school or paid to the student | Format is CCYYMMDD | Date |
| 5 | 33 | 34 | 2 | Disbursement Sequence Number<br>The sequence number that determines the order in which this disbursement activity transaction is processed for a specific disbursement | 01–99<br>01-65 available for use by schools<br>66-99 reserved for system-generated disbursements and/or adjustments<br>Disbursement sequence numbers 1 to 9 are zero-filled to the left and are returned as 01 to 09<br>Disbursement sequence numbers are in order by chronology. | Right |
| 6 | 35 | 41 | 7 | Disbursement Amount<br>The actual (DRI = True)/anticipated disbursement (DRI = False) amount (in dollars) of the disbursement as reflected in the COD system. | 0000000-9999999<br>Pennies with implied decimals are displayed. Zero filled to the left of the dollar amount. | Right |
| 7 | 42 | 64 | 23 | Document ID<br>The Rebuild Batch Number generated by COD | Batch Type = TR<br>Cycle Indicator = 0 (for 09-10)<br>School Code = 000000–999999 (First six characters of school's OPEID)<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 8 | 65 | 70 | 6 | School Code<br>TEACH School Code<br>Also identifies school originating award record | 000000–999999 (First six characters of school's OPEID) | Left |
| 9 | 71 | 71 | 1 | First Disbursement Flag<br>Identifies the disbursement with the earliest disbursement date. | Y = First Disbursement<br>Can be blank | Left |
| 10 | 72 | 79 | 8 | Award Booked Date<br>The date the award booked on COD | Format is CCYYMMDD | Date |
| 11 | 80 | 80 | 1 | Disbursement Release Indicator<br>Indicates if a disbursement is an actual disbursement used to substantiate cash that has been drawn down or may lead to a change in the CFL | Y= true<br>N= false<br>Or blank | Left |

| TEACH Rebuild | | | | | Disbursement Detail Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 12 | 81 | 82 | 2 | Previous Disbursement Sequence Number<br>Previous Disbursement Sequence Number processed by COD prior to the processing of this disbursement transaction | 01-90<br>Can be blank<br>Previous disbursement sequence number 1 to 9 is zero filled to the left and is returned as 01 to 09<br>Previous disbursement sequence number is blank when disbursement sequence number is 01 | Left |
| 13 | 83 | 89 | 7 | COD's Total Net Booked Award Amount for the First Disbursement<br>Total net disbursement amount of the first disbursement accepted and booked by COD for this TEACH award. | 0000000-9999999<br>Disbursement Adjustments that only change the sequence number = Blank<br>Unbooked Awards = All zeros<br>Display pennies with implied decimal. Zero filled to left of the dollar amount | Right |
| 14 | 90 | 97 | 8 | Payment Period Start Date<br>Beginning date of the payment period; required if school is in a period of TEACH ineligibility | Format is CCYYMMDD<br><br>Will be blank for schools that are Title IV eligible | Left |
| 15 | 98 | 406 | 309 | Unused/Reserve for future expansion | Will be blank | Left |
| | | | 406 | **Total Bytes** | | |

## TEACH Exit Counseling File/Report

Schools may request a TEACH Exit Counseling File or Report to identify students who have completed exit counseling on the Direct Loan Servicing web site.

### Business Rules

1. The Recipient's TEACH Exit Counseling results from the Direct Loan Servicing web site are available in an electronic file or downloadable format.

2. Schools can choose to receive this optional report daily, weekly, or monthly. The default frequency option is monthly.

3. Schools can choose from the following file formats:

   a. ASCII-delimited (message class THCMEXOP).

   b. Fixed-length with Header and Trailer (message class THFFEXOP).

   c. Pre-formatted report (message class THFMEXOP).

### TEACH Exit Counseling File/Layout

| TEACH Exit Counseling File/Report Layout | | | | | Import from Direct Loan Servicing Center | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 9 | 9 | Recipient's Social Security Number | 001010001 to 999999999 | Right |
| 2 | 10 | 17 | 8 | Recipient's Date of Birth | CCYYMMDD | Date |
| 3 | 18 | 33 | 16 | Recipient's Last Name | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Space(s)<br>Left justified with an A to Z in the first position | Left |
| 4 | 34 | 45 | 12 | Recipient's First Name | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Space(s)<br>Left justified with an A to Z in the first position | Left |
| 5 | 46 | 46 | 1 | Recipient's Middle Initial | Uppercase A to Z<br>Can be blank | Left |
| 6 | 47 | 54 | 8 | Exit Counseling Completion Date | Format is CCYYMMDD | Date |
| 7 | 55 | 62 | 8 | Exit Counseling Completion Time | Format is HHMMSSNN<br>HH = 00 to 23<br>MM = 00 to 59<br>SS = 00 to 59<br>NN = 00 to 99 | Time |

| TEACH Exit Counseling File/Report Layout | | | | | Import from Direct Loan Servicing Center | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 8 | 63 | 87 | 25 | Recipient's Permanent Street Address Line 1 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 9 | 88 | 112 | 25 | Recipient's Permanent Street Address Line 2 | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 10 | 113 | 128 | 16 | Recipient's Permanent Address City | 0 to 9<br>Uppercase A to Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s) | Left |
| 11 | 129 | 130 | 2 | Recipient's Permanent Address State Code | Uppercase A to Z<br>A valid two-letter postal code<br>See the State/Jurisdiction/Country Codes<br>in Volume VI, Section 4 | Left |
| 12 | 131 | 139 | 8 | Recipient's Permanent Address Zip Code | 000000000 to 999999999<br>Spaces<br>Last 4 digits can be blank | Left |
| 13 | 140 | 149 | 10 | Recipient's Permanent Home Telephone Number | 0000000000 to 9999999999<br>Can be blank | Left |
| 14 | 150 | 160 | 11 | Filler | For ED Use Only | Left |
| | | **160** | | **Total Bytes** | | |

## TEACH Exit Counseling File/Layout

| TEACH Exit Counseling File/Report Layout | | | | | Header Format for All Three Files | |
|---|---|---|---|---|---|---|
| Line # | Start | End | Len | Field Name and Description | Value | Justify |
| 1 | 1 | 14 | 14 | Text (Header Identification) | "TG HEADER 0160" | N/A |
| 1 | 15 | 22 | 9 | Message Class | Refer to TEACH Exit Counseling Report message class table | N/A |
| 1 | 26 | 33 | 9 | School Code | OPEID for all schools | N/A |
| 1 | 34 | 42 | 8 | Text (Session) | "-EXIT-CSL" | N/A |
| 1 | 46 | 53 | 9 | Report Date | Format is CCMMYYDD | Date |
| 1 | 54 | 59 | 6 | Report Time | Format is HHMMSS | Time |

## TEACH Exit Counseling File/Layout

| TEACH Exit Counseling File/Report Layout | | | | | Trailer Format for All Three Files | |
|---|---|---|---|---|---|---|
| Line # | Start | End | Len | Field Name and Description | Value | Justify |
| Last | 1 | 14 | 14 | Text (Trailer Identification) | "TG TRAILER0160" | N/A |
| Last | 15 | 21 | 7 | Record Count | Numeric | N/A |

## *TEACH ATS Discharge Report*

The ATS Discharge Report contains data on ATSs that have become inactive within the last 30 days due to discharges for Death, Unauthorized Signature or Identity Theft.

This report can be used to

- Identify when a new ATS is needed for an award at your school.

  o If an ATS has been made inactive due to a discharge, it cannot be used for additional awards. If you expect to award and disburse additional funds to the affected borrower or student, verify that the individual is still eligible and obtain a new, signed promissory note.

### Business Rules

1. The ATS Discharge Report is sorted in the following order (with each field listed in ascending order):

   a. Discharge Date

   b. Last Name

   c. First Name

   d. Middle Initial

   e. SSN, and then

   f. DOB

2. The ATS Discharge Report is available via SAIG in the following format:

   a. Fixed-Length (default)

3. The ATS Discharge Report (all format types) is sent from the COD System with non-award year specific message class `ATSDISOP`.

4. The ATS Discharge Report is transmitted to the Reporting School's SAIG mailbox and Newsbox on a weekly basis.

5. The ATS Discharge Report is transmitted to the following Attended School's Web Newsbox on a weekly basis:

   a. All Attended Schools with loans linked to the ATSs in the report.

   b. All Attended Schools that created the ATSs listed in the report regardless of whether or not an award was linked to the ATS.

6. Although the ATS Discharge Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

## Fixed-Length Record Layout

| TEACH ATS Discharge Report Detail Record Layout | | | | | | Fixed-Length Record Layout | |
|---|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | | Justify |
| 1 | 1 | 16 | 16 | Student Last Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br><br>If the last name is more than 16 bytes, the value will be truncated to 16 bytes | | Left |
| 2 | 17 | 28 | 12 | Student First Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) | | Left |
| 3 | 29 | 29 | 1 | Student Middle Initial | Uppercase A-Z<br>Can be blank | | Left |
| 4 | 30 | 38 | 9 | Student Social Security Number (SSN) | 001010001–999999998 | | Right |
| 5 | 39 | 46 | 8 | Student Date of Birth (DOB) | Format is CCYYMMDD | | Date |
| 6 | 47 | 67 | 21 | ATS ID | 123456789C10123456001<br>The unique 21-character ATS ID of the ATS made inactive due to discharge.<br><br>ATS ID's components include SSN (9 characters), Metadata Type (C), Award Year (2 characters), OPE ID (first 6 characters), and ATS Sequence Number (3 characters). | | Left |
| 7 | 68 | 75 | 8 | Discharge Date | Format is CCYYMMDD | | Date |
| 8 | 76 | 76 | 1 | Discharge Reason Code | D = Inactive Due to Death<br>G = Inactive Due to Unauthorized Signature<br>I = Identity Theft | | Left |
| 9 | 77 | 146 | 70 | Discharge Reason Description | Inactive Due to Death<br>Inactive Due to Unauthorized Signature<br>Inactive Due to Identity Theft | | Left |
| | | | 146 | **Record Length** | | | |

# Direct Loan Reports

## *Direct Loan Reports Options*

Direct Loan Reports are available to schools in a variety of format options. Direct Loan reports are available via the school's SAIG mailbox or via the school's Newsbox on the COD web site.

### Business Rules

1. Direct Loan Reports for 2009-2010 are sent to schools as a flat file and not an XML document.

2. Direct Loan Reports for 2009-2010 and prior years are sent to school's SAIG mailbox in the following format options. Not all reports are offered in all formats:

   a. Comma-Delimited (CSV)

   b. Pipe-Delimited

   c. Preformatted Text file

      i. Portrait

      ii. Courier 10

      iii. 80 characters per line

      iv. 60 lines per page

   d. Fixed-length File

   e. Do Not Distribute - This is only available for specific reports (see the individual report Business Rules for more information). If this option is chosen, the report will not be generated and sent to a school's SAIG mailbox, although prior versions will still be available for viewing on the COD website. Schools can select the Do Not Distribute option from the COD Website Report Selection screen at any time. Keep in mind that, if a school chooses not to receive a report, COD will not be able to send any missed reports at a later time. If a school updates its options to begin receiving a report, the school will only receive reports generated from that point forward.

3. Many Direct Loan Reports for 2009-2010 and prior years are viewable on the COD web site in the following format options:

   a. PDF (These files are downloadable into Adobe)

   b. Comma-Delimited (CSV)

4. Some report options are tailored to a specific report. These specific options are discussed under the appropriate report section.

Below is a summary of all Direct Loan Reports and available formats generated by the COD System.

| Format and Delivery Methods | | | | SAIG Mailbox | | | | | COD Web Site | |
|---|---|---|---|---|---|---|---|---|---|---|
| Report Name | Report Selection Web Page | Sort | Frequency | Preformatted Text | Comma-Delimited | Pipe-Delimited | Fixed Length | Do Not Distribute | PDF | Comma-Delimited |
| 30-Day Warning Report | ✓ | Award ID | Monthly | ✓* | ✓ | ✓ | | ✓ | | ✓ |
| Direct Loan Rebuild File | ✗ Separate Direct Loan Rebuild Page | SSN | By Request[1] | | | | ✓ | | | |
| Duplicate Student Borrower Report | ✓ | SSN | Monthly | ✓* | ✓ | ✓ | | ✓ | | ✓ |
| Funded Disbursement Listing (For Pushed Cash Schools Only) | ✓ | SSN | Daily | ✓* | ✓ | ✓ | | | ✓ | ✓ |
| Inactive Loan Report | ✓ | Award ID | Monthly | ✓* | ✓ | ✓ | | ✓ | | ✓ |
| Pending Disbursement Listing | ✓ | Last Name | Weekly | ✓* | ✓ | ✓ | | ✓ | | ✓ |
| School Account Statement (SAS) | ✓ Link to Separate SAS Page | SSN | Monthly | | ✓ | ✓ | ✓* | | | |
| SSN/Name/Date of Birth Change Report | ✓ | SSN | Weekly[2] | ✓* | ✓ | ✓ | | ✓ | | ✓ |
| MPN Discharge Report | ✓ | Last Name | Weekly | | ✓ | ✓ | ✓* | | | ✓ |
| Expired MPN Report | ✓ | Last Name | Weekly | | ✓ | ✓ | ✓* | | | ✓ |
| MPNs Due to Expire | ✓ | Last Name | Monthly | | ✓ | ✓ | ✓* | | | ✓ |

[1.] via School Relations Center
[2.] If triggered by Change

*Indicates default option

## *Direct Loan Header/Trailer Layout*

## Direct Loan Batch Header Layout

| | | | | Direct Loan Batch Header Layout | | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 10 | 10 | Header Record Identifier<br>Identifies record as a header record | Must be "DL HEADER"<br>Uppercase and left-justified with one blank position after DL and one blank position after HEADER | Left |
| 2 | 11 | 14 | 4 | Data Record Length<br>Indicates length of the data record | 0000–9999 | Right |
| 3 | 15 | 22 | 8 | Message Class<br>File name recognized by COD | See the Summary of Direct Loan Report Message Classes table in Volume II, Section 2 | Left |
| 4 | 23 | 45 | 23 | Batch Identifier<br>The batch ID associated with the detail records | Batch Type:  #A–Z<br>Cycle Indicator = 0 (for 2009–2010)<br>School Code:  X00000–X99999<br>Where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 5 | 46 | 53 | 8 | Created Date<br>The date when the record was created | Format is CCYYMMDD<br>CCYY = 2009–2010 | Date |
| 6 | 54 | 59 | 6 | Created Time<br>The time when the record was created | 000000–235959<br>Format is HHMMSS<br>HH = 00–23<br>MM = 00–59<br>SS = 00–59 | Right |
| 7 | 60 | 61 | 2 | Unused | Blank | |
| 8 | 62 | 69 | 8 | *Filler | For ED use only | Left |
| 9 | 70 | 71 | 2 | Rebuild Loan File Request Type<br>Identifies the data requested by schools for data recovery | 01 = Program Year<br>02 = Date Range<br>03 = Borrower<br>04 = 21-Character Loan ID<br>Can be blank<br>This is used only on the Rebuild Loan File (CODRBFOP Batch Type RB) | Left |
| 10 | 72 | 80 | 9 | Software Provider Identifier and Version Number<br>Identifies software vendor and version number of software | Software Provider ID = 3 alphanumeric characters<br>Software Provider Version = 6 alphanumeric characters<br>Can be blank<br>Always blank for all files sent to schools | Left |
| 11 | 81 | N | N | *Filler<br>Length of filler = N minus 80 where N= Record length provided in Field #2 | For ED use only | Left |
| | | | N* | **Total Record Length** | | |

*Filler is added, if necessary, to make the header record the same length as the detail records which follow.

## Direct Loan Batch Trailer Layout

| | | | | Direct Loan Batch Trailer Layout | | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 10 | 10 | Trailer Record Identifier<br>Code to identify record as a trailer record | Must be "DL TRAILER"<br>Uppercase and left justified with one blank position after DL | Left |
| 2 | 11 | 14 | 4 | Data Record Length<br>Indicates length of the data record | 0000–9999 | Right |
| 3 | 15 | 21 | 7 | Number of Records<br>The number of data records included in the file | Numeric > = 0 | Right |
| 4 | 22 | 26 | 5 | Unused | All Zeros | |
| 5 | 27 | 31 | 5 | Unused | All Zeros | |
| 6 | 32 | 36 | 5 | Unused | All Zeros | |
| 7 | 37 | 80 | 44 | *Filler<br>Length of filler = N minus 36 where N = Record length provided in Field #2 | For ED use only | Left |
| | | | N* | **Total Record Length** | | |

*The minimum filler length is 44 bytes, making the minimum trailer record length 80 bytes. Filler is added, if necessary, to make the trailer records the same length as the detail records that precede them.

## *Direct Loan School Account Statement (SAS)*

The School Account Statement (SAS) is a monthly statement, similar to a bank statement, which summarizes the school's processing activity for each month. The SAS is the school's primary tool used in reconciliation and program year closeout, and should be compared to both financial aid and business office records. This report provides the Department's official ending cash balance as of the end date of the report, based on data submitted by the school. As such, all schools are required to receive the SAS on a monthly basis until they have officially closed out a program year.

## Sections of the SAS

- **Cash Summary** - This section of the SAS provides the Department's official Ending Cash Balance for the school for the reported period. The Cash Summary contains both a monthly and a year-to-date summary of cash and loan data processed at COD for that program year. This section can be compared to summary information on the school's internal systems. The comparison may then identify areas where further research is needed. For example, if the school determines their internal systems match the SAS Cash Summary information for Net Drawdowns/Payments but not for Total Net Booked or Total Net Unbooked, the school can target further research to loan detail only.

- **Disbursement Summary by Loan Type** - This section of the SAS provides monthly and year-to-date summary information by loan type for the reported period. It can be used to monitor loan volumes at the summary level (both booked and unbooked) for all loan types processed at COD.

- **Cash Detail** - This section of the SAS provides detail on cash transactions processed at COD during the reported period. This includes drawdowns, drawdown adjustments, pushed funds, or refunds of cash. If the monthly option is chosen, this section will only include cash transactions processed at COD during that month. This section will not include any cash transactions requested or sent during the month, but not processed on COD until after the last day of that month. If the Year-to-date option is chosen, the section will include cash transactions processed at COD from the start of the program year through the end date of the report.

- **Loan Detail, Loan Level** - This section of the SAS provides loan-level detail for disbursement transactions processed on COD through the end date of the report. Each transaction lists the total amount disbursed on that loan as of the end date of the report. This information can be used to perform an award-level comparison to your internal systems. This section is only available as year-to-date.

- **Loan Detail, Disbursement Activity Level** - This section of the SAS provides transaction-level detail for all disbursement and adjustment transactions processed on COD during the reported period. This section may have multiple transactions per award id (as applicable). This section is available as monthly, year-to-date, or both. The monthly version will only show disbursements booked on COD during the reported month, but will include all unbooked disbursements (unbooked transactions are always year-to-date). This includes any future dated transactions with disbursement dates falling after the end of the report. The year-to-date version of the report will show all disbursements, booked and unbooked, on COD as of the end date of the report. This information can be used to do a transaction-level comparison to the school's internal records, for either that month, or year-to-date.

## Business Rules

1. The COD System generates the School Account Statement (SAS) on a monthly basis and automatically sends it to the school's SAIG mailbox.

2. Once a school has officially completed the closeout process for a specific program year, a school will no longer receive a SAS for that year.

3. The SAS is generated on the first full weekend of the month and includes all data through the last day of the previous month. If the first day of the month falls on a Sunday, the SAS will run the following weekend. For example, the October SAS report, containing all data through October 31, will be run the first weekend of November.

4. Schools have the option to customize the SAS in a number of ways on the COD web site.

   a. The following options can be set for the SAS on the SAS Options page on the COD web site (Note: Each option is described in detail below):

     i.   Report Format

     ii.   Include Names of Borrowers

     iii.   Report Activity Type

     iv.   Sections of SAS to Receive

   b.   Schools may set or change their options at any time.  Changes to SAS options will be applied to the next scheduled run of the report.

   c.   Schools new to the Direct Loan program or schools that have not changed their options on the COD web site are set to the default values. Note: Default values are noted in parentheses below.

   d.   These options are year-specific, so schools must update their options separately for each year to change the defaults.  Schools should ensure that they are in the correct program year in the SAS Report Options screen before updating their options.

   e.   Schools may receive more than one report for an award year depending on which options are selected.

5.   The **Report Format** option allows the school to select the format of the SAS Report that is delivered to its SAIG mailbox.

   a.   The choices for the Report Format option are:

     i.   Fixed-length flat file (**Default**) (message class `DSDF10OP` – Disbursement level and `DSLF10OP` – Loan level)

     ii.   Comma-Delimited (message class `DSDD10OP` – Disbursement level and `DSLD10OP` – Loan Level)

       1.   Schools have the option of receiving the SAS in Comma-Delimited format with or without headings

     iii.   Pipe-Delimited (message class `DSDD10OP` – Disbursement level and `DSLD10OP` – Loan Level)

       1.   The Pipe-Delimited format of the SAS is not available with headings

6.   The **Include Names of Borrowers** option allows the school to choose to have borrower names included in the detail portion of the SAS.

   a.   The choices for the Include Names of Borrowers option are:

     i.   Yes

     ii.   No (**Default**)

   b.   If Yes is selected, PLUS loans will show both Borrower and Student names.

   c.   Borrower and Student First Name, Last Name, and Middle Initial are provided in the Loan Detail, Loan Level Section of the Fixed-length report.

   d.   Borrower and Student First Name and Last Name (not Middle Initial) are provided in the Loan Detail, Loan Level section, and the Loan Detail, Disbursement Activity Level section of the Comma-Delimited and Pipe-Delimited reports.

   e.   Borrower and Student First Name, Last Name, and Middle Initial are NOT provided in the Loan Detail, Disbursement Activity Level section of the Fixed-length report.

7.  The **Report Activity Type** option allows the school to select whether to receive the Monthly, Year-to-Date, or Both for both the Cash and Loan detail sections of the SAS.  Regardless of its choice, the school will receive the Monthly Cash Summary and the Year-to-Date Cash Summary.

    a.  The choices for the Report Activity Type option are:

        i.  Monthly (**Default**)

        ii.  Year-to-Date

        iii.  Both Monthly and Year-to-Date

    b.  The school's Report Activity Type selection will determine the choices available under the Sections of SAS to Receive option.

        i.  If Monthly is selected,

            1.  The school will receive the Monthly Cash Detail.

            2.  The school will have the choice to receive or not receive the Monthly Disbursement Transaction Level Detail.

            3.  The school will NOT have the choice to receive the Year-to-Date Loan Level section or the Year-to-Date Disbursement Transaction Detail section.

        ii.  If Year-to-Date is selected,

            1.  The school will receive the Year-to-Date Cash Detail.

            2.  The school will have the choice to receive or not receive the Year-to-Date Loan Level section and/or the Year-to-Date Disbursement Transaction Detail section.

            3.  The school will NOT have the option to receive the Monthly Disbursement Transaction Level Detail section.

        iii.  If Both Monthly and Year-to-Date are selected,

            1.  The school will receive both the Monthly and Year-to-Date Cash Detail.

            2.  The school will have the choice to receive or not receive the Monthly Disbursement Transaction Level Detail section.

            3.  The school will have the choice to receive or not receive the Year-to-Date Loan Level section and/or the Year-to-Date Disbursement Transaction Detail section.

        iv.  In order to use Direct Loan Tools comparison function, schools MUST receive the Year-to-Date Loan Level section and/or Year-to-Date Disbursement Transaction Detail section in fixed-length format.

8.  The **Sections of the SAS to Receive** option allows the school to select which sections of the SAS it receives.

    a.  The school may choose whether or not to receive the Summary by Loan Type section.

        i.  The choices for the Summary By Loan Type option are:

            1.  Yes (**Default**)

            2.  No

ii. If the school selects to receive the Summary By Loan Type section, it will receive both Monthly Disbursement Summary By Loan Type and the Year-to-Date Disbursement Summary By Loan Type.

b. Depending on the school's selection in the Report Activity Type option, the school can choose whether or not to receive:

i. Monthly Disbursement Transaction Detail (**Default**)

ii. Year-to-Date Disbursement Transaction Detail

iii. Year-to-Date Loan Level Detail

c. In order to use Direct Loan Tools comparison function, the schools MUST receive the Year-to-Date Loan Level section **and/or** Year-to-Date Disbursement Transaction Detail section.

## Fixed-Length Record Layouts

Field Names and Valid Field Content in brackets [ ] indicate old terminology provided for reference.

### *Year-to-Date and Monthly Cash Summary*

| Direct Loan School Account Statement (SAS), Sections I and II Fixed-Length Record Layouts | | | | | Year-To-Date and Monthly Cash Summary (Record Type "T") | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 1 | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | T = Cash Summary | Left |
| 2 | 2 | 24 | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 0 (for 2009-2010)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 3 | 25 | 30 | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E | Left |
| 4 | 31 | 32 | 2 | Region Code<br>2-digit region code of the school | 01-99 | Right |
| 5 | 33 | 34 | 2 | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank | Left |
| 6 | 35 | 42 | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 7 | 43 | 50 | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 8 | 51 | 52 | 2 | Cash Summary Type | Y1 = Year-To-Date Cash Summary Total<br>T1 = Monthly Cash Summary Total | Left |

| Direct Loan School Account Statement (SAS), Sections I and II<br>Fixed-Length Record Layouts | | | | | Year-To-Date and Monthly Cash Summary<br>(Record Type "T") | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 9 | 53 | 63 | 11 | Beginning Cash Balance<br>This is COD's beginning balance for this report.<br>For Cash Summary Type = "Y1," this field is zero filled<br>For Cash Summary Type = "T1," this field represents last month's ending balance. It is all booked activity up to and through the prior month's end date | -9999999999 to 09999999999<br>Zeros for Cash Summary Type = Y1 | Right |
| 10 | 64 | 74 | 11 | Cash Receipts<br>Total receipts of cash (drawdowns) for the period<br>For Cash Summary Type = "Y1," this is the sum of all cash receipt (drawdowns) transactions for the program Year-To-Date and corrections to drawdowns processed during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) transactions for the current month and corrections to drawdowns processed during current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 11 | 75 | 85 | 11 | Refunds of Cash [Excess Cash]<br>Total cash refunded for the period<br>For Cash Summary Type = "Y1," this is the sum of all refunds of cash transactions received by COD for the program Year-To-Date and corrections to refunds of cash processed during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all refunds of cash transactions received by COD for the current month and corrections to refunds of cash processed during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 12 | 86 | 96 | 11 | Net Drawdowns/Payments [Total Net Cash Receipts]<br>The difference between the total Cash Receipts (drawdowns) and total Refunds of Cash<br>For Cash Summary Type = "Y1," this is the sum of all cash receipts (drawdowns) minus all Refunds of Cash returned to COD for the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 13 | 97 | 107 | 11 | Booked Disbursements [Net Booked Disbursements]<br>The total net amount of all actual disbursements booked at COD<br>For Cash Summary Type = "Y1," this is the sum of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 14 | 108 | 118 | 11 | Booked Adjustments [Net Booked Adjustments]<br>The total net amount of all disbursement adjustments booked at COD<br>For Cash Summary Type = "Y1," this is the sum of all actual disbursement adjustments that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all actual disbursement adjustments that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled<br>(-) indicates a downward adjustment<br>(+) indicates an upward adjustment | Right |

| | | | | Direct Loan School Account Statement (SAS), Sections I and II<br>Fixed-Length Record Layouts | Year-To-Date and Monthly Cash Summary<br>(Record Type "T") | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 15 | 119 | 129 | 11 | Total Net Booked Disbursements [Total Booked Loan Detail]<br>The total of Net Booked Disbursements and Net Booked Adjustments<br>For Cash Summary type = "Y1," this is the sum of all net disbursements and adjustments that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all net disbursements and adjustments that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 16 | 130 | 140 | 11 | Ending Cash Balance<br>This is COD's ending balance for this report.<br>For Cash Summary Type = "Y1" and "T1," this is the ending cash balance at COD as of the report end date | -9999999999 to 09999999999 | Right |
| 17 | 141 | 151 | 11 | Unbooked Disbursements [Net Unbooked Disbursements Actual]<br>The total net amount of all the actual disbursements accepted but not booked at COD<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursements at COD as of the program Year-To-Date | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 18 | 152 | 162 | 11 | Unbooked Adjustments [Net Unbooked Adjustments]<br>The total net amount of all the actual disbursement adjustments not booked at COD<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursement adjustments at COD as of the program Year-To-Date | -9999999999 to 09999999999<br>If no activity, zero filled<br>(-) indicates a downward adjustment<br>(+) indicates an upward adjustment | Right |
| 19 | 163 | 173 | 11 | Total Net Unbooked Disbursements [Total Unbooked Loan Detail]<br>The total of unbooked Disbursements and Unbooked Adjustments<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual disbursement activities at COD as of the program Year-To-Date | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 20 | 174 | 184 | 11 | Cash > Accepted and Posted Disbursements [Adjusted Ending Cash Balance]<br>The difference between the Ending Cash Balance and the Total Net Unbooked Disbursements<br>For Cash Summary Type = "Y1" and "T1," this is the total Year-To-Date unbooked amount applied to the ending balance | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 21 | 185 | 214 | 30 | Filler | For ED use only | Left |
| 22 | 215 | 220 | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001-999999 | Right |
| | | | 220 | Total Record Length | | |

## *Year-to-Date and Monthly Disbursement Summary by Loan Type*

| Direct Loan School Account Statement (SAS), Sections III and IV Fixed-Length Record Layouts | | | | | Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Type "Y" and "M") | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 1 | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | Y = Year-To-Date Disbursement Summary<br>M = Monthly Disbursement Summary | Left |
| 2 | 2 | 24 | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 0 (for 2009-2010)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 3 | 25 | 30 | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E | Left |
| 4 | 31 | 32 | 2 | Region Code<br>2-digit region code of the school | 01-99 | Right |
| 5 | 33 | 34 | 2 | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank | Left |
| 6 | 35 | 42 | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 7 | 43 | 50 | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 8 | 51 | 52 | 2 | Disbursement Summary Type | YS = Year-To-Date Disbursement Total for Subsidized Loans<br>YU = Year-To-Date Disbursement Total for Unsubsidized Loans<br>YP = Year-To-Date Disbursement Total for PLUS Loans<br>YT = Year-To-Date Disbursement Total for Subsidized/ Unsubsidized/PLUS Loans<br>MS = Monthly Disbursement Total for Subsidized Loans<br>MU = Monthly Disbursement Total for Unsubsidized Loans<br>MP = Monthly Disbursement Total for PLUS Loans<br>MT = Monthly Disbursement Total for Subsidized/ Unsubsidized/PLUS Loans | Left |
| 9 | 53 | 63 | 11 | Booked Gross<br>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |

| | | | | Direct Loan School Account Statement (SAS), Sections III and IV Fixed-Length Record Layouts | Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Type "Y" and "M") | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 10 | 64 | 74 | 11 | Booked Fee<br>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 11 | 75 | 85 | 11 | Booked Interest Rebate<br>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Disbursement Summary Type = "MS," "MU," "MP" and "MT," this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 12 | 86 | 96 | 11 | Booked Net<br>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the net amount of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the net amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 13 | 97 | 107 | 11 | Unbooked Gross<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total gross amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 14 | 108 | 118 | 11 | Unbooked Fee<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total fee amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 15 | 119 | 129 | 11 | Unbooked Interest Rebate<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total interest rebate amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 16 | 130 | 140 | 11 | Unbooked Net<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total net amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 17 | 141 | 214 | 74 | Filler | For ED use only | Left |
| 18 | 215 | 220 | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001–999999 | Right |
| | | | 220 | Total Record Length | | |

## *Cash Detail*

For Cash Receipts (drawdowns) and Refunds of Cash (excess cash), the G5 system is accepting pennies.  However, these amounts are truncated on the SAS.

| | | | | Direct Loan School Account Statement (SAS), Section V<br>Fixed-Length Record Layout | Cash Detail<br>(Record Type "C") | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 1 | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | C = Cash Detail | Left |
| 2 | 2 | 24 | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 0 (for 2009–2010)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 3 | 25 | 30 | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E | Left |
| 4 | 31 | 32 | 2 | Region Code<br>2-digit region code of the school | 01-99 | Right |
| 5 | 33 | 34 | 2 | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank | Left |
| 6 | 35 | 42 | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 7 | 43 | 50 | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 8 | 51 | 51 | 1 | Transaction Type—Cash<br>Type of Cash Transaction | R = Cash Receipts<br>X = Refunds of Cash [Returns of Excess Cash] | Left |
| 9 | 52 | 59 | 8 | Transaction Date<br>Date that Refund of Cash [Excess Cash] is applied, or Date that Cash Receipt [Drawdown] activity occurred or processed on COD | Format is CCYYMMDD | Date |
| 10 | 60 | 71 | 12 | Check Number (if available at COD)<br>Check Number returned by the school on a check for refund of cash [return of excess cash] | Numeric > = 0<br>Can be blank | Right |
| 11 | 72 | 82 | 11 | Transaction Amount<br>COD amount of the cash receipt or refund of cash [return of excess cash] transaction | -9999999999 to 09999999999<br>Cannot be blank; can be zero filled | Right |
| 12 | 83 | 95 | 13 | Payment Control Number<br>Code received from G5 for cash receipts only | Numeric > 0<br>Can be blank | Right |
| 13 | 96 | 214 | 119 | Filler | For ED use only | Left |
| 14 | 215 | 220 | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001–999999 | Right |
| | | | **220** | **Total Record Length** | | |

## Loan Detail, Loan Level

| | Direct Loan School Account Statement (SAS), Section VI<br>Fixed-Length Record Layout | | | | Loan Detail, Loan Level<br>(Record Type "L") |
|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 1 | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | L = Loan Detail | Left |
| 2 | 2 | 24 | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 0 (for 2009–2010)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 3 | 25 | 30 | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E | Left |
| 4 | 31 | 32 | 2 | Region Code<br>2-digit region code of the school | 01-99 | Right |
| 5 | 33 | 34 | 2 | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table<br>Can be blank | Left |
| 6 | 35 | 42 | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 7 | 43 | 50 | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 8 | 51 | 71 | 21 | Loan Identifier<br>Unique Identifier created at the time of origination | Student's Social Security Number:<br>001010001–999999998<br>Loan Type:   S = Subsidized<br>                   U = Unsubsidized<br>                   P = PLUS<br>Program Year: 10 (for 2009-2010)<br>School Code:  X00000–X99999 where X = G or E<br>Loan Sequence Number:<br>001–999 | Left |
| 9 | 72 | 79 | 8 | Loan Booked Date at COD<br>Date the loan booked at COD | Format is CCYYMMDD<br>19000101–20991231<br>Will be blank if the loan is not booked | Date |
| 10 | 80 | 87 | 8 | Filler | | Left |
| 11 | 88 | 92 | 5 | Actual Gross Amount—COD<br>The sum of COD-calculated actual gross amounts (in dollars) for the loan | Numeric > = 0 | Right |
| 12 | 93 | 97 | 5 | Actual Loan Fee Amount—COD<br>The sum of COD-calculated actual loan fee amounts (in dollars) for the loan | Numeric > = 0 | Right |
| 13 | 98 | 102 | 5 | Actual Interest Rebate Amount—COD<br>The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan | Numeric > = 0 | Right |

| Direct Loan School Account Statement (SAS), Section VI<br>Fixed-Length Record Layout | | | | | Loan Detail, Loan Level<br>(Record Type "L") | | |
|---|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | | Justify |
| 14 | 103 | 107 | 5 | Actual Net Amount— COD<br>The sum of COD-calculated actual net amount (in dollars) for the loan | Numeric > = 0 | | Right |
| 15 | 108 | 119 | 12 | Borrower's First Name<br>The borrower's first name | 0–9<br>Uppercase A–Z<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Left justified with an A-Z in the first position<br>Can be blank | | Left |
| 16 | 120 | 135 | 16 | Borrower's Last Name<br>The borrower's last name | 0-9<br>Uppercase A-Z<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Can be blank | | Left |
| 17 | 136 | 136 | 1 | Borrower's Middle Initial<br>The borrower's middle initial | Uppercase A-Z<br>Can be blank | | Left |
| 18 | 137 | 148 | 12 | Student's First Name<br>The student's first name (PLUS Only) | 0–9<br>Uppercase A–Z<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Left justified with an A-Z in the first position<br>Can be blank | | Left |
| 19 | 149 | 164 | 16 | Student's Last Name<br>The student's last name (PLUS Only) | 0-9<br>Uppercase A-Z<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Can be blank | | Left |
| 20 | 165 | 165 | 1 | Student's Middle Initial<br>The student's middle initial<br>(PLUS Only) | Uppercase A-Z<br>Can be blank | | Left |
| 21 | 166 | 214 | 49 | Filler | ED use only | | |
| 22 | 215 | 220 | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001–999999 | | Right |
| | | | 220 | Total Record Length | | | |

## Loan Detail, Disbursement Activity Level

| Direct Loan School Account Statement (SAS), Section VII<br>Fixed-Length Record Layout | | | | | Loan Detail, Disbursment Activity Level<br>(Record Type "D") | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 1 | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | D = Disbursement Activity Detail | Left |
| 2 | 2 | 24 | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 0 (for 2009-2010)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 3 | 25 | 30 | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E | Left |
| 4 | 31 | 32 | 2 | Region Code<br>2-digit region code of the school | 01-99 | Right |
| 5 | 33 | 34 | 2 | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank | Left |
| 6 | 35 | 42 | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 7 | 43 | 50 | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 8 | 51 | 71 | 21 | Loan Identifier<br>Unique Identifier created at the time of origination | Student's Social Security Number: 001010001–999999998<br>Loan Type: S = Subsidized<br>U = Unsubsidized<br>P = PLUS<br>Program Year: 10 (for 2009-2010)<br>School Code: X00000–X99999 where X = G or E<br>Loan Sequence Number: 001–999 | Left |
| 9 | 72 | 79 | 8 | Loan Booked Date at COD<br>Date the loan booked at COD | Format is CCYYMMDD<br>19000101–20991231<br>Will be blank if the loan is not booked | Date |
| 10 | 80 | 87 | 8 | Disbursement Booked Date at COD<br>Date the individual disbursement activity booked at COD | Format is CCYYMMDD<br>19000101–20991231<br>Will be blank if the loan is not booked | Date |
| 11 | 88 | 92 | 5 | Disbursement Actual Gross Amount—COD<br>COD-calculated actual gross amount (in dollars) of the disbursement | Numeric > =0 | Right |
| 12 | 93 | 97 | 5 | Disbursement Actual Loan Fee Amount—COD<br>COD-calculated actual loan fee amount (in dollars) | Numeric > =0 | Right |
| 13 | 98 | 102 | 5 | Disbursement Actual Interest Rebate Amount—COD<br>COD-calculated actual interest rebate amount (in dollars) | Numeric > =0 | Right |

| Direct Loan School Account Statement (SAS), Section VII Fixed-Length Record Layout | | | | | Loan Detail, Disbursement Activity Level (Record Type "D") | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 14 | 103 | 107 | 5 | Disbursement Actual Net Amount— COD<br>COD-calculated actual net amount (in dollars) of the disbursement | Numeric > =0 | Right |
| 15 | 108 | 113 | 6 | Disbursement Actual Net Adjustment—COD<br>COD-calculated actual net adjustment amount (in dollars) of the disbursement | -99999 to 099999<br>Can be blank | Right |
| 16 | 114 | 115 | 2 | Disbursement Number<br>The disbursement number for the current disbursement transaction | 01–04 for PLUS<br>01–20 for Subsidized/Unsubsidized | Right |
| 17 | 116 | 117 | 2 | Disbursement Sequence Number<br>The sequence number that determines the order in which the disbursement activity is processed | 01–99 | Right |
| 18 | 118 | 118 | 1 | Transaction Type—Disbursement<br>Disbursement Activity Type recorded at COD | A = Adjustment<br>D = Disbursement<br>Disbursement Activity = Q is not indicated on the SAS | Left |
| 19 | 119 | 126 | 8 | Transaction Date<br>Date disbursement activity occurred at the school | Format is CCYYMMDD<br>20080701-20090930 | Date |
| 20 | 127 | 131 | 5 | Total Gross Amount—COD<br>The sum of COD-calculated actual gross amounts (in dollars) for the loan | Numeric > = 0 | Right |
| 21 | 132 | 136 | 5 | Total Loan Fee Amount—COD<br>The sum of COD-calculated actual loan fee amounts (in dollars) for the loan | Numeric > = 0 | Right |
| 22 | 137 | 141 | 5 | Total Interest Rebate Amount—COD<br>The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan | Numeric > = 0 | Right |
| 23 | 142 | 146 | 5 | Total Net Amount— COD<br>The sum of COD-calculated actual net amount (in dollars) for the loan | Numeric > = 0 | Right |
| 24 | 147 | 214 | 68 | Filler | For ED use only | Left |
| 25 | 215 | 220 | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001–999999 | Right |
| | | | 220 | **Total Record Length** | | |

# Comma-Delimited Record Layouts

The comma-delimited report has optional header information and column headings prior to the detail records.

Field Names, Valid Field Content, and Column Heading in brackets [ ] indicate old terminology provided for reference.

Please note that all comma-delimited Direct Loan SAS reports are variable in record length.

## *Year-To-Date and Monthly Cash Summary, Optional Header Information*

| Direct Loan School Account Statement (SAS) Comma-Delimited Optional Header Information | | | Year-to-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|---|
| Line # | Max Length | Field Name and Description | Valid Field Content |
| 1 | Optional | U.S. Department of Education | U.S. Department of Education |
| 2 | Optional | Report Name | School Account Statement Cash Summary |
| 3 | Optional | School Code: | Direct Loan Code |
| 4 | Optional | School Name: | Direct Loan School Name |

## *Year-To-Date and Monthly Cash Summary, Optional Column Headings*

| Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings | | Year-to-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|
| Column | Max Length | Column Heading |
| A | Optional | Statement Record Type |
| Comma | 1 | , |
| B | Optional | School Account Statement Batch Identifier |
| Comma | 1 | , |
| C | Optional | School Code |
| Comma | 1 | , |
| D | Optional | Region Code |
| Comma | 1 | , |
| E | Optional | State Code |
| Comma | 1 | , |
| F | Optional | End Date |
| Comma | 1 | , |
| G | Optional | Process Date |
| Comma | 1 | , |
| H | Optional | Cash Summary Type |
| Comma | 1 | , |
| I | Optional | Beginning Cash Balance |
| Comma | 1 | , |
| J | Optional | Cash Receipts |
| Comma | 1 | , |
| K | Optional | Refunds of Cash [Excess Cash] |
| Comma | 1 | , |

| Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings | | Year-to-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|
| Column | Max Length | Column Heading |
| L | Optional | Net Drawdown/Payments [Total Net Cash Receipts] |
| Comma | 1 | , |
| M | Optional | Booked Disbursements [Net Booked Disbursements] |
| Comma | 1 | , |
| N | Optional | Booked Adjustments [Net Booked Adjustments] |
| Comma | 1 | , |
| O | Optional | Total Net Booked Disbursements [Total Booked Loan Detail] |
| Comma | 1 | , |
| P | Optional | Ending Cash Balance |
| Comma | 1 | , |
| Q | Optional | Unbooked Disbursements [Net Unbooked Disbursements Actual] |
| Comma | 1 | , |
| R | Optional | Unbooked Adjustments [Net Unbooked Adjustments] |
| Comma | 1 | , |
| S | Optional | Total Net Unbooked Disbursements [Total Unbooked Loan Detail] |
| Comma | 1 | , |
| T | Optional | Cash > Accepted  and Posted Disbursements [Adjusted Ending Cash Balance] |
| Comma | 1 | , |
| U | Optional | Record Count Sequence # |
| Comma | 1 | , |

## Year-To-Date and Monthly Cash Summary, Detail Record

| Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | | | Year-to-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| A | 1 | Statement Record Type Code that identifies the type of records in the batch | T = Cash Summary |
| | 1 | Comma | , |
| B | 23 | School Account Statement Batch Identifier The batch identifier for this file | Batch Type = AS Cycle Indicator = 0 (for 2009–2010) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS |
| | 1 | Comma | , |
| C | 6 | School Code Direct Loan School Code Also, identifies school originating loan record | X00000–X99999 where X = G or E |
| | 1 | Comma | , |

| Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | | | Year-to-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| D | 2 | Region Code<br>2-digit region code of the school | 01-99 |
| | 1 | Comma | , |
| E | 2 | State Code<br>2-Letter state code of the school | Uppercase A – Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | 1 | Comma | , |
| F | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101-20991231 |
| | 1 | Comma | , |
| G | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101-20991231 |
| | 1 | Comma | , |
| H | 2 | Cash Summary Type | Y1 = Year-To-Date Cash Summary Total<br>T1 = Monthly Cash Summary Total |
| | 1 | Comma | , |
| I | 11 | Beginning Cash Balance<br>This is COD's beginning balance for this report.<br>For Cash Summary Type = "Y1," this field is zero filled<br>For Cash Summary Type = "T1," this field represents last month's ending balance.  It is all booked activity up to and through the prior month's end date | -9999999999 to 09999999999<br>Zeros for Cash Summary Type = Y1 |
| | 1 | Comma | , |
| J | 11 | Cash Receipts<br>Total receipts of cash (drawdowns) for the period<br>For Cash Summary Type = "Y1," this is the sum of all cash receipt (drawdowns) transactions for the program Year-To-Date and corrections to drawdowns processed during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) transactions for the current month and corrections to drawdowns processed during current month | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |

| Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | | | Year-to-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| K | 11 | Refunds of Cash [Excess Cash]<br>Total cash refunded for the period<br>For Cash Summary Type = "Y1," this is the sum of all refund of cash transactions received by COD for the program Year-To-Date and corrections to refund of cash processed during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all refund of cash transactions received by COD for the current month and corrections to refund of cash processed during the current month | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| L | 11 | Net Drawdowns/Payments [Total Net Cash Receipts]<br>The difference between the total Cash Receipts (drawdowns) and total Refunds of Cash [Excess Cash] returned<br>For Cash Summary Type = "Y1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the current month | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| M | 11 | Booked Disbursements [Net Booked Disbursements]<br>The total net amount of all actual disbursements booked at COD<br>For Cash Summary Type = "Y1," this is the sum of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| N | 11 | Booked Adjustments [Net Booked Adjustments]<br>The total net amount of all disbursement adjustments booked at COD<br>For Cash Summary Type = "Y1," this is the sum of all actual disbursement adjustments that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all actual disbursement adjustments that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled<br>(-) indicates a downward adjustment<br>(+) indicates an upward adjustment |
| | 1 | Comma | , |
| O | 11 | Total Net Booked Disbursements [Total Booked Loan Detail]<br>The total of Net Booked Disbursements and Net Booked Adjustments<br>For Cash Summary Type = "Y1," this is the sum of all net disbursements and adjustments that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all net disbursements and adjustments that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled |

| Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | | | Year-to-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| | 1 | Comma | , |
| P | 11 | Ending Cash Balance<br>This is COD's ending balance for this report.<br>For Cash Summary Type = "Y1" and "T1," this is the ending cash balance at COD as of the report end date | -9999999999 to 09999999999 |
| | 1 | Comma | , |
| Q | 11 | Unbooked Disbursements [Net Unbooked Disbursements Actual]<br>The total net amount of all the actual disbursements accepted but not booked at COD<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursements at COD as of the program Year-To-Date | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| R | 11 | Unbooked Adjustments [Net Unbooked Adjustments]<br>The total net amount of all the actual disbursement adjustments not booked at COD<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursement adjustments at COD as of the program Year-To-Date | -9999999999 to 09999999999<br>If no activity, zero filled<br>(-) indicates a downward adjustment<br>(+) indicates an upward adjustment |
| | 1 | Comma | , |
| S | 11 | Total Net Unbooked Disbursements [Total Unbooked Loan Detail]<br>The total of Unbooked Disbursements and Unbooked Adjustments<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual disbursement activities at COD as of the program Year-To-Date | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| T | 11 | Cash > Accepted and Posted Disbursements [Adjustment Ending Cash Balance]<br>The difference between the Ending Cash Balance and the Total Net Unbooked Disbursements<br>For Cash Summary Type = "Y1" and "T1," this is the total Year-To-Date unbooked amount applied to the ending balance | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| U | 6 | Record Count Sequence #<br>Record counter for each Record in the SAS file | 000001-999999 |
| | 1 | Comma | , |

## Year-to-Date and Monthly Disbursement Summary by Loan Type, Optional Header Information

| Direct Loan School Account Statement (SAS) Comma-Delimited Optional Header Information | | Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M") |
|---|---|---|
| Line # | Max Length | Field Name and Description | Valid Field Content |
| 1 | Optional | U.S. Department of Education | U.S. Department of Education |
| 2 | Optional | Report Name | School Account Statement Disbursement Summary by Loan Type |
| 3 | Optional | School Code: | Direct Loan Code |
| 4 | Optional | School Name: | Direct Loan School Name |

## Year-to-Date and Monthly Disbursement Summary by Loan Type, Optional Column Headings

| Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings | | Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M") |
|---|---|---|
| Column | Max Length | Column Heading |
| A | Optional | Statement Record Type |
| Comma | 1 | , |
| B | Optional | School Account Statement Batch Identifier |
| Comma | 1 | , |
| C | Optional | School Code |
| Comma | 1 | , |
| D | Optional | Region Code |
| Comma | 1 | , |
| E | Optional | State Code |
| Comma | 1 | , |
| F | Optional | End Date |
| Comma | 1 | , |
| G | Optional | Process Date |
| Comma | 1 | , |
| H | Optional | Disbursement Summary Type |
| Comma | 1 | , |
| I | Optional | Booked Gross For Disbursement |
| Comma | 1 | , |
| J | Optional | Booked Fee |
| Comma | 1 | , |
| K | Optional | Booked Interest Rate |
| Comma | 1 | , |
| L | Optional | Booked Net |
| Comma | 1 | , |
| M | Optional | Unbooked Gross |
| Comma | 1 | , |

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Column Headings | | Year-to-Date and Monthly Disbursement Summary by Loan Type<br>(Record Types "Y" and "M") |
|---|---|---|
| **Column** | **Max Length** | **Column Heading** |
| N | Optional | Unbooked Fee |
| Comma | 1 | , |
| O | Optional | Unbooked Interest Rebate |
| Comma | 1 | , |
| P | Optional | Unbooked Net |
| Comma | 1 | , |
| Q | Optional | Record Count Sequence # |
| Comma | 1 | , |

## *Year-to-Date and Monthly Disbursement Summary by Loan Type, Detail Record*

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | Year-to-Date and Monthly Disbursement Summary by Loan Type<br>(Record Types "Y" and "M") | |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| A | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | Y = Year-To-Date Disbursement Summary<br>M = Monthly Disbursement Summary |
| | 1 | Comma | , |
| B | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 0 (for 2009-2010)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | 1 | Comma | , |
| C | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E |
| | 1 | Comma | , |
| D | 2 | Region Code<br>2-digit region code of the school | 01-99 |
| | 1 | Comma | , |
| E | 2 | State Code<br>2-Letter state code of the school | Uppercase A – Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | 1 | Comma | , |
| F | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101-20991231 |
| | 1 | Comma | , |
| G | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101-20991231 |

| Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | | | Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| | 1 | Comma | , |
| H | 2 | Disbursement Summary Type | YS = Year-To-Date Disbursement Total for Subsidized Loans YU = Year-To-Date Disbursement Total for Unsubsidized Loans YP = Year-To-Date Disbursement Total for PLUS Loans YT = Year-To-Date Disbursement Total for Subsidized/Unsubsidized/PLUS Loans MS = Monthly Disbursement Total for Subsidized Loans MU = Monthly Disbursement Total for Unsubsidized Loans MP = Monthly Disbursement Total for PLUS Loans MT = Monthly Disbursement Total for Subsidized/Unsubsidized/PLUS Loans |
| | 1 | Comma | , |
| I | 11 | Booked Gross For Disbursement Summary Type = "YS" "YU," "YP," and "YT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999 If no activity, zero filled |
| | 1 | Comma | , |
| J | 11 | Booked Fee For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999 If no activity, zero filled |
| | 1 | Comma | , |
| K | 11 | Booked Interest Rebate For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the interest rebate amount of the actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999 If no activity, zero filled |
| | 1 | Comma | , |

| | | Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| L | 11 | Booked Net<br>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the net amount of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the net amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| M | 11 | Unbooked Gross<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total gross amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| N | 11 | Unbooked Fee<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total fee amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| O | 11 | Unbooked Interest Rebate<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total interest rebate amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| P | 11 | Unbooked Net<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total net amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| Q | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001-999999 |
| | 1 | Comma | , |

## Cash Detail, Optional Header Information

| Direct Loan School Account Statement (SAS) Comma-Delimited Optional Header Information | | | Cash Detail (Record Type "C") |
|---|---|---|---|
| Line # | Max Length | Field Name and Description | Valid Field Content |
| 1 | Optional | U.S. Department of Education | U.S. Department of Education |
| 2 | Optional | Report Name | School Account Statement Cash Detail |
| 3 | Optional | School Code: | Direct Loan Code |
| 4 | Optional | School Name: | Direct Loan School Name |

## Cash Detail, Optional Column Headings

| Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings | | Cash Detail (Record Type "C") |
|---|---|---|
| Column | Max Length | Column Heading |
| A | Optional | Statement Record Type |
| Comma | 1 | , |
| B | Optional | School Account Statement Batch Identifier |
| Comma | 1 | , |
| C | Optional | School Code |
| Comma | 1 | , |
| D | Optional | Region Code |
| Comma | 1 | , |
| E | Optional | State Code |
| Comma | 1 | , |
| F | Optional | End Date |
| Comma | 1 | , |
| G | Optional | Process Date |
| Comma | 1 | , |
| H | Optional | Transaction Type – Cash |
| Comma | 1 | , |
| I | Optional | Transaction Date |
| Comma | 1 | , |
| J | Optional | Check Number |
| Comma | 1 | , |
| K | Optional | Transaction Amount |
| Comma | 1 | , |
| L | Optional | Payment Control Number |
| Comma | 1 | , |
| M | Optional | Record Count Sequence # |
| Comma | 1 | , |

## Cash Detail, Detail Record

| | Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | | Cash Detail<br>(Record Type "C") |
|---|---|---|---|---|
| Column | Max Length | Column Heading | | Valid Field Content |
| A | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | | C = Cash Detail |
| | 1 | Comma | | , |
| B | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | | Batch Type = AS<br>Cycle Indicator = 0 (for 2009-2010)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | 1 | Comma | | , |
| C | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | | X00000–X99999 where X = G or E |
| | 1 | Comma | | , |
| D | 2 | Region Code<br>2-digit region code of the school | | 01-99 |
| | 1 | Comma | | , |
| E | 2 | State Code<br>2-Letter state code of the school | | Uppercase A – Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | 1 | Comma | | , |
| F | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | | Format is CCYYMMDD<br>19000101-20991231 |
| | 1 | Comma | | , |
| G | 8 | Process Date<br>Date report processed at COD | | Format is CCYYMMDD<br>19000101-20991231 |
| | 1 | Comma | | , |
| H | 1 | Transaction Type – Cash<br>Type of Cash Transaction | | R = Cash Receipts<br>X = Refunds of Cash [Returns of Excess Cash] |
| | 1 | Comma | | , |
| I | 8 | Transaction Date<br>Date that Refund of Cash [Excess Cash] is applied, or Date that Drawdown activity occurred or processed on COD | | Format is CCYYMMDD |
| | 1 | Comma | | , |
| J | 12 | Check Number (if available at COD)<br>Check Number returned by the school on a check for refund of cash [return of excess cash] | | Numeric > = 0<br>Can be blank |
| | 1 | Comma | | , |

| Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | | | Cash Detail (Record Type "C") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| K | 11 | Transaction Amount COD amount of the cash receipts or refunds of cash [return of excess cash] transaction | -9999999999 to 09999999999 Cannot be blank; can be zero filled |
| | 1 | Comma | , |
| L | 13 | Payment Control Number Code received from G5 for cash receipts only | Numeric > 0 Can be blank |
| | 1 | Comma | , |
| M | 6 | Record Count Sequence # Record counter for each record in the SAS file | 000001-999999 |

## Loan Detail, Loan Level, Optional Header Information

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Header Information | | | Loan Detail, Loan Level<br>(Record Type "L") |
|---|---|---|---|
| **Line #** | **Max Length** | **Field Name and Description** | **Valid Field Content** |
| 1 | Optional | U.S. Department of Education | U.S. Department of Education |
| 2 | Optional | Report Name | School Account Statement Loan Detail |
| 3 | Optional | School Code: | Direct Loan Code |
| 4 | Optional | School Name: | Direct Loan School Name |

## Loan Detail, Loan Level, Optional Column Headings

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Column Headings | | Loan Detail, Loan Level<br>(Record Type "L") |
|---|---|---|
| **Column** | **Max Length** | **Column Heading** |
| A | Optional | Record Type |
| Comma | 1 | , |
| B | Optional | SAS Batch Identifier |
| Comma | 1 | , |
| C | Optional | School Code |
| Comma | 1 | , |
| D | Optional | Region Code |
| Comma | 1 | , |
| E | Optional | State Code |
| Comma | 1 | , |
| F | Optional | End Date |
| Comma | 1 | , |
| G | Optional | Run Date |
| Comma | 1 | , |
| H | Optional | Award Identifier |
| Comma | 1 | , |
| I | Optional | Loan Booked Date at COD |
| Comma | 1 | , |
| J | Optional | Act Gross Amt COD |
| Comma | 1 | , |
| K | Optional | Act Loan Fee Amt COD |
| Comma | 1 | , |
| L | Optional | Act Int Rebate Amt COD |
| Comma | 1 | , |
| M | Optional | Act Net Amt COD |
| Comma | 1 | , |

| Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings | | Loan Detail, Loan Level (Record Type "L") |
|---|---|---|
| **Column** | **Max Length** | **Column Heading** |
| N | Optional | Borrower's First Name |
| Comma | 1 | , |
| O | Optional | Borrower's Last Name |
| Comma | 1 | , |
| P | Optional | Student's First Name |
| Comma | 1 | , |
| Q | Optional | Student's Last Name |
| Comma | 1 | , |
| R | Optional | Record Count Seq # |
| Comma | 1 | , |

## *Loan Detail, Loan Level, Detail Record*

| Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | | | Loan Detail, Loan Level (Record Type "L") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| A | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | L = Loan Level |
| | 1 | Comma | , |
| B | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 0 (for 2009-2010)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | 1 | Comma | , |
| C | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E |
| | 1 | Comma | , |
| D | 2 | Region Code<br>2-digit region code of the school | 01-99 |
| | 1 | Comma | , |
| E | 2 | State Code<br>2-letter state code of the school | Uppercase A–Z<br>A valid two-letter postal code<br>See the State, Jurisdiction, Country Codes section of this technical reference<br>Can be blank |
| | 1 | Comma | , |
| F | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD |

| | Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | | Loan Detail, Loan Level (Record Type "L") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| | 1 | Comma | , |
| G | 8 | Run Date<br>Date report processed at COD | Format is CCYYMMDD |
| | 1 | Comma | , |
| H | 21 | Award Identifier (Loan ID) associated with this record | |
| | 1 | Comma | , |
| I | 8 | Loan Booked Date at COD<br>Date the loan booked at COD | Format is CCYYMMDD<br>If the loan is unbooked this field will be blank. |
| | 1 | Comma | , |
| J | 5 | Actual Gross Amount—COD<br>The sum of COD-calculated actual gross amounts (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| K | 5 | Actual Loan Fee Amount—COD<br>The sum of COD-calculated actual loan fee amounts (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| L | 5 | Actual Interest Rebate Amount—COD<br>The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| M | 5 | Actual Net Amount— COD<br>The sum of COD-calculated actual net amount (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| N | 12 | Borrower's First Name | |
| | 1 | Comma | , |
| O | 35 | Borrower's Last Name | |
| | 1 | Comma | , |
| P | 12 | Student's First Name | For PLUS only |
| | 1 | Comma | , |
| Q | 35 | Student's Last Name | For PLUS only |
| | 1 | Comma | , |
| R | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001–999999 |
| | 1 | Comma | , |

### Loan Detail, Disbursement Activity Level, Optional Header Information

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Header Information | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|---|
| Line # | Max Length | Field Name and Description | Valid Field Content |
| 1 | Optional | U.S. Department of Education | U.S. Department of Education |
| 2 | Optional | Report Name | School Account Statement Disbursement Detail |
| 3 | Optional | School Code: | Direct Loan Code |
| 4 | Optional | School Name: | Direct Loan School Name |

### Loan Detail, Disbursement Activity Level, Optional Column Headings

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Column Headings | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|
| Column | Max Length | Column Heading |
| A | Optional | Record Type |
| Comma | 1 | , |
| B | Optional | SAS Batch Identifier |
| Comma | 1 | , |
| C | Optional | School Code |
| Comma | 1 | , |
| D | Optional | Region Code |
| Comma | 1 | , |
| E | Optional | State Code |
| Comma | 1 | , |
| F | Optional | End Date |
| Comma | 1 | , |
| G | Optional | Run Date |
| Comma | 1 | , |
| H | Optional | Award Identifier |
| Comma | 1 | , |
| I | Optional | Loan Booked Date |
| Comma | 1 | , |
| J | Optional | Disb Booked Date |
| Comma | 1 | , |
| K | Optional | Disb Act Gross Amt |
| Comma | 1 | , |
| L | Optional | Disb Act Loan Fee Amt |
| Comma | 1 | , |
| M | Optional | Disb Act Int Rebate Amt |
| Comma | 1 | , |

| Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings | | Loan Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|
| **Column** | **Max Length** | **Column Heading** |
| N | Optional | Disb Act Net Amt |
| Comma | 1 | , |
| O | Optional | Disb Act Net Adj |
| Comma | 1 | , |
| P | Optional | Disb Number |
| Comma | 1 | , |
| Q | Optional | Disb Seq # |
| Comma | 1 | , |
| R | Optional | Trans Type |
| Comma | 1 | , |
| S | Optional | Trans Date |
| Comma | 1 | , |
| T | Optional | Total Gross Amt |
| Comma | 1 | , |
| U | Optional | Total Loan Fee Amt |
| Comma | 1 | , |
| V | Optional | Total Int Rebate Amt |
| Comma | 1 | , |
| W | Optional | Total Net Amt |
| Comma | 1 | , |
| X | Optional | Borrower's First Name |
| Comma | 1 | , |
| Y | Optional | Borrower's Last Name |
| Comma | 1 | , |
| Z | Optional | Student's First Name |
| Comma | 1 | , |
| AA | Optional | Student's Last Name |
| Comma | 1 | , |
| BB | Optional | Rec Cnt Seq # |
| Comma | 1 | , |

## *Loan Detail, Disbursement Activity Level, Detail Record*

| Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | | | Loan Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| A | 1 | Statement Record Type Code that identifies the type of records in the batch | D = Disbursement Activity Detail |

| | | Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| | 1 | Comma | , |
| B | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 0 (for 2009-2010)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | 1 | Comma | , |
| C | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E |
| | 1 | Comma | , |
| D | 2 | Region Code<br>2-digit region code of the school | 01-99 |
| | 1 | Comma | , |
| E | 2 | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | 1 | Comma | , |
| F | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD |
| | 1 | Comma | , |
| G | 8 | Run Date<br>Date report processed at COD | Format is CCYYMMDD |
| | 1 | Comma | , |
| H | 21 | Award Identifier (Loan ID) associated with this record | |
| | 1 | Comma | , |
| I | 8 | Loan Booked Date at COD<br>Date the loan booked at COD | Format is CCYYMMDD<br><br>This field will be blank for unbooked loans |
| | 1 | Comma | , |
| J | 8 | Disbursement Booked Date at COD<br>Date the individual disbursement activity booked at COD | Format is CCYYMMDD<br><br>This field will be blank for unbooked loans |
| | 1 | Comma | , |
| K | 5 | Disbursement Actual Gross Amount—COD<br>COD-calculated actual gross amount (in dollars) of the disbursement | Numeric >= 0 |
| | 1 | Comma | , |

| Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | | | Loan Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| L | 5 | Disbursement Actual Loan Fee Amount—COD COD-calculated actual loan fee amount (in dollars) | Numeric >= 0 |
| | 1 | Comma | , |
| M | 5 | Disbursement Actual Interest Rebate Amount—COD COD-calculated actual interest rebate amount (in dollars) | Numeric >= 0 |
| | 1 | Comma | , |
| N | 5 | Disbursement Actual Net Amount— COD COD-calculated actual net amount (in dollars) of the disbursement | Numeric >= 0 |
| | 1 | Comma | , |
| O | 6 | Disbursement Actual Net Adjustment—COD COD-calculated actual net adjustment amount (in dollars) of the disbursement | -99999 to 099999 Can be blank |
| | 1 | Comma | , |
| P | 2 | Disbursement Number The disbursement number for the current disbursement transaction | 01–04 for PLUS 01–20 for Subsidized/Unsubsidized |
| | 1 | Comma | , |
| Q | 2 | Disbursement Sequence Number The sequence number that determines the order in which the disbursement activity is processed | 01–99 |
| | 1 | Comma | , |
| R | 1 | Transaction Type—Disbursement Disbursement Activity Type recorded at COD | A = Adjustment D = Disbursement Disbursement Activity = Q is not indicated on the SAS |
| | 1 | Comma | , |
| S | 8 | Transaction Date Date disbursement activity occurred at the school | Format is CCYYMMDD |
| | 1 | Comma | , |
| T | 5 | Total Gross Amount—COD The sum of COD-calculated actual gross amounts (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| U | 5 | Total Loan Fee Amount—COD The sum of COD-calculated actual loan fee amounts (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| V | 5 | Total Interest Rebate Amount—COD The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| W | 5 | Total Net Amount— COD<br>The sum of COD-calculated actual net amount (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| X | 12 | Borrower's First Name | |
| | 1 | Comma | , |
| Y | 35 | Borrower's Last Name | |
| | 1 | Comma | , |
| Z | 12 | Student's First Name | For PLUS only |
| | 1 | Comma | , |
| AA | 35 | Student's Last Name | For PLUS only |
| | 1 | Comma | , |
| BB | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001–999999 |
| | 1 | Comma | , |

## Pipe-Delimited Record Layouts

The Pipe-Delimited report layout is the same as the comma-delimited report layout without optional header information and column headings. The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

## *Direct Loan Pending Disbursement Listing Report*

The Pending Disbursement Listing Report shows all pending/anticipated disbursements (with `Disbursement Release Indicator (DRI) = false`) from your school for the reported period and award year. The reported period is a 45-day window into the future from the date of the report, or any date in the past. This means that if a pending disbursement has a disbursement date less than or equal to 45 days from today, it will be included on the report.

The information displayed on this report can be used to:

- Determine your school's future funding needs.

  o Your school can identify pending disbursements on the report that fall within a period of immediate need (generally 3 business days), to calculate what amount to request in G5 (Advance Funded schools only). Keep in mind that any downward disbursement adjustments made since the last drawdown that have not resulted in a refund of cash back to the Department must be included in your calculation of funds needed by your school.

- To identify pending disbursements that should be reflected as actual disbursements (`DRI = true`).

  o If there are pending disbursements on the report with disbursement dates in the past or the immediate future, you can compare this information to internal school records to determine if any of these should be reflected as actual disbursements. If so, submit a `Disbursement Release Indicator = true` to COD as soon as possible.

- To identify awards or disbursements that need to be inactivated (reduced to $0).

  o If a disbursement is listed on the report and the associated award should have been inactivated or the individual disbursement needs to be reduced to $0, submit updated records to COD as soon as possible.

### Business Rules

1. The Pending Disbursement Listing Report is automatically sent to the school's SAIG mailbox on a weekly basis.

2. The Pending Disbursement Listing Report is available via SAIG mailbox in the following formats, which can be selected via the COD website Report Selection screen under the "School" menu:

    > **Pipe-Delimited Layout**
    > The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

    a. Comma-Delimited (message class `DALC10OP`)

    b. Pipe-Delimited (message class `DALC10OP`)

    c. Preformatted Text file (message class `DIAA10OP`)

    d. The default format is Preformatted Text file. Schools may change their default options via the COD web site.

    e. Do Not Distribute - if this option is chosen, the Pending Disbursement Listing will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD website. You can select the Do Not Distribute option from the COD Website Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

3. The Pending Disbursement Listing Report is available via COD web site in the following formats:

    > **Format Options**
    > Previous versions of this report will also be available on the COD web site.

    a. Comma-Delimited (CSV)

    b. The Pending Disbursement List available on the COD web site is the report most recently generated by COD.

4. The report will generate for the current and previous two Award Years. Example: for Award Year 2009-2010, a school will receive a report for Award Years 2009-2010, 2008-2009, and 2007-2008.

5. Although the Pending Disbursement Listing Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

# Comma-Delimited (CSV) Detail Record Layout

| DL Pending Disbursement List Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| B | Address Line 1 | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Address Line 2 | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| D | City | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| E | State | Character field:<br>2 characters:<br>Uppercase A–Z |
| Comma | Delimiter | , |
| F | Zip Code | Number field:<br>000000000–999999999 |
| Comma | Delimiter | , |
| G | School ID | Character field:<br>X00000-X99999, where X = G or E<br>Example: G01234 |
| Comma | Delimiter | , |
| H | First + Mid Init + Last Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |

| DL Pending Disbursement List Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| Comma | Delimiter | , |
| I | Social Security Number | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| J | Sub-program | Character field:<br>S = Subsidized Direct Loan<br>U = Unsubsidized Direct Loan<br>P = PLUS Loan |
| Comma | Delimiter | , |
| K | Loan ID | Character field:<br>21 character loan ID of a DL award<br><br>The components of the Loan ID are:<br>Person's SSN:<br>    001010001–999999998<br>Sub-Program Indicator:<br>    S = Subsidized Direct Loan<br>    U = Unsubsidized Direct Loan<br>    P = PLUS Loan<br>Award Year: 10, for 2009-2010<br>School ID:<br>    X00000-X99999, where X = G or E<br>Sequence Number:<br>    001-999 |
| Comma | Delimiter | , |
| L | Disbursement Date | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| M | Disbursement Number | Number field:<br>01-99 |
| Comma | Delimiter | , |
| N | Disbursement Amount | Decimal field |
| Comma | Delimiter | , |
| O | Fee Amount | Decimal field |
| Comma | Delimiter | , |
| P | Rebate Amount | Decimal field |
| Comma | Delimiter | , |
| Q | Net Amount | Decimal field |
| Comma | Delimiter | , |
| R | Reporting Period | Character field:<br>Format is CCYY-MM-DD - CCYY-MM-DD |
| Comma | Delimiter | , |
| S | Direct Loan ID | Character field:<br>X00000-X99999, where X = G or E |

| DL Pending Disbursement List Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | | Example: G01234 |

## *Sample Direct Loan Pending Disbursement List Mockup*

```
RUN DATE: 02/26/2010        U.S. DEPARTMENT OF EDUCATION              PAGE 1
RUN TIME: 09:07AM            FEDERAL DIRECT LOAN PROGRAM
                          PENDING DISBURSEMENT LISTING REPORT
                               AWARD YEAR: 2009-2010
                             REPORTING PERIOD: 2/23/10
     THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT


  SCHOOL NAME: Sample University    SCHOOL CODE: G01001
  ADDRESS: 11661 Cusack Avenue
           San Diego, CA 92131

  STUDENT NAME                     SOC SEC NO   LOAN TYPE    LOAN ID
  DISB DATE          DISB NO       GROSS AMT    ORIG FEE     REBATE AMT      NET AMT

  Aaron K Spells                   123456789    S            123456789S10G01000101
  1/13/10            2             2750.00      82.00        41.00           2709.00

  TOTAL NET AMOUNT:                                                         2709.00


                                                U            123456789U10G01000101
  1/13/10            2             885.00       26.00        13.00           872.00

  TOTAL NET AMOUNT:                                                          872.00

  Allison J Brown                  111222333    S            111222333S10G01000101
  9/23/09            2             2500.00      75.00        38.00           2463.00

  TOTAL NET AMOUNT:                                                         2463.00

  Carrie L Kent                    999888777    P            999888777P10G01000101
  1/09/10            2             3251.00      130.00       49.00           3170.00

  TOTAL NET AMOUNT:                                                         3170.00


                                                U            999888777U10G01000101
  1/09/10            2             2750.00      82.00        41.00           2709.00

  TOTAL NET AMOUNT:                                                         2709.00

  Marcus N Harvey                  123123123    P            123123123P10G01000101
  8/16/09            1             2264.00      90.00        34.00           2208.00
  1/13/10            2             2263.00      90.00        34.00           2207.00

  TOTAL NET AMOUNT:                                                         4415.00

  SCHOOL TOTAL NET AMOUNT:                                                 16338.00
```

## *Direct Loan Funded Disbursement Listing Report*

The Funded Disbursement Listing Report is provided to Pushed Cash schools only. It shows all funded/actual disbursements (`Disbursement Release Indicator = true`) accepted from your school for the reported date and award year, plus any previously reported downward adjustments that have not yet been netted against funding calculated for your school. The report also includes information regarding any refunds of cash received that may impact your funding calculations (where applicable), and the total payment your school should expect to receive for the reported date.

The information displayed on this report can be used to:

- Verify actual disbursements made against funds received

    o The report will show a list of actual (funded) disbursements that were used in your school's payment (cash receipt) calculation, which can be matched to school records.

    o The report will also include any downward adjustments that were netted into the payment amount

    o The total payment amount listed on the report can be matched against school financial records to verify these funds were received within applicable timeframes.

- Reconcile school disbursement records to COD

    o The funded disbursements listed on the report can be reconciled on a daily basis to an internal listing of disbursements made to student accounts and disbursements submitted to COD on that date.

    o Any actual disbursements not accepted at COD and not reflected on the report should be corrected and resent (these may have been sent by your school on the reported date, but were not processed as accepted and funded disbursements on that date and therefore, are not reflected on the report).

### Business Rules

1. The Funded Disbursement Listing Report is automatically sent to Pushed Cash schools' SAIG mailbox on a daily basis.

2. The Funded Disbursement Listing Report is available via SAIG to Pushed Cash schools only in the following formats (for Pushed Cash schools only), which can be selected via the COD website Report Selection screen under the "School" menu:

    a. Comma-Delimited (message class `DARC10OP`)

    b. Pipe-Delimited (message class `DARC10OP`)

    c. Preformatted Text file (message class `DIAO10OP`)

    d. The default format is Preformatted Text file. Schools may change their default options on the COD web site.

3. The Funded Disbursement Listing Report is available to Pushed Cash schools via the COD web site in the following:

    a. PDF

    b. Comma-Delimited (CSV)

    c. The Funded Disbursement Listing Report available on the COD web site is the report most recently generated by COD

**Pipe-Delimited Layout**
The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

**Format Options**
Previous versions of this report will also be available on the COD web site.

4. Although the Funded Disbursement List is generated daily, if there is no data for the report on a given day, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

## Comma-Delimited (CSV) Detail Record Layout

| DL Funded Disbursement List Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | School Code | Character field:<br>X00000-X99999, where X = G or E<br>Example: G01234 |
| Comma | Delimiter | , |
| B | RID | Decimal field:<br>10000001–99999999 |
| Comma | Delimiter | , |
| C | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| D | Address | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| E | City | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| F | State | Character field:<br>2 characters:<br>Uppercase A–Z |
| Comma | Delimiter | , |
| G | Zip Code | 00000-0000 – 99999-9999 |
| Comma | Delimiter | , |
| H | First Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| I | Last Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period) |

| DL Funded Disbursement List Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | | ' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| J | SSN | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| K | Loan Type | Character field:<br>S = Subsidized Direct Loan<br>U = Unsubsidized Direct Loan<br>P = PLUS Loan |
| Comma | Delimiter | , |
| L | Loan ID | Character field:<br><br>21 character ID for DL awards<br><br>The components of the Loan ID are:<br>Person's SSN:<br>      001010001–999999998<br>Sub-Program Indicator:<br>      S = Subsidized Direct Loan<br>      U = Unsubsidized Direct Loan<br>      P = PLUS Loan<br>Award Year: 10, for 2009-2010<br>School ID:<br>      X00000-X99999, where X = G or E<br>Sequence Number:<br>      001-999 |
| Comma | Delimiter | , |
| M | Disb Date | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| N | Disb No. | Number field:<br>01-04 for PLUS<br>01-20 for Subsidized/Unsubsidized<br>Disbursement number 1 to 9 is zero filled to the left and is returned as 01-09 |
| Comma | Delimiter | , |
| O | Disb Seq No. | Number field:<br>01-99 |
| Comma | Delimiter | , |
| P | Gross Amt | Decimal field |
| Comma | Delimiter | , |
| Q | Fee Amt | Decimal field |
| Comma | Delimiter | , |
| R | Rebate Amt | Decimal field |

| DL Funded Disbursement List Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| Comma | Delimiter | , |
| S | Net Amt | Decimal field |
| Comma | Delimiter | , |
| T | Total Net Amount for Student | Decimal field |
| Comma | Delimiter | , |
| U | Refund | Decimal field |
| Comma | Delimiter | , |
| V | Payment 1 | Decimal field |
| Comma | Delimiter | , |
| W | Payment 2 | Decimal field |
| Comma | Delimiter | , |
| X | Total Payments Processed | Decimal field |
| Comma | Delimiter | , |
| Y | School Total Daily Net Amount | Decimal field |
| Comma | Delimiter | , |
| Z | Previous Downward Disbursement Adjustments Not Yet Applied | Decimal field |
| Comma | Delimiter | , |
| AA | Downward Disbursement Adjustments Not Yet Applied | Decimal field |

## *Sample Direct Loan Funded Disbursement List Mockup*

Notice that Downward Disbursement Adjustments appear in parenthesis. For Disbursement Adjustments, the Net Adjusted Amount appears on report instead of the new disbursement amount. Downward Disbursement Adjustments that haven't netted against positive disbursements or refunds will carry forward.

```
RUN DATE: 10/11/2009              U.S. DEPARTMENT OF EDUCATION                        PAGE 1 OF 1
RUN TIME: 03:14 PM               FEDERAL DIRECT LOAN PROGRAM
                               FUNDED DISBURSEMENT LISTING REPORT
                               FOR LOANS TO BE FUNDED BY 10/10/2009
                                   FOR AWARD YEAR: 2009-2010
              *THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*


RID:  123456                                                          SCHOOL CODE: G46295
SCHOOL NAME: LINCOLN SCHOOL OF COMMERCE
ADDRESS:          123 OAK LANE
PUEBLO, CO  87652-1234


FIRST NAME        LOAN TYPE       DISB     DISB      GROSS        FEE        REBATE       NET
LAST NAME         SSN             NUM      SEQ       AMT          AMT        AMT          AMT
LOAN ID           DISB DATE                NO.

PREVIOUS DOWNWARD DISBURSEMENT ADJUSTMENTS NOT YET APPLIED:                              0.00

JAMES  P             S            02       01      $4,250.00    (127.00)     64.00     4,187.00
BUCHANAN          123456789
                  2009-10-01
123456789S10G12345001


TOTAL NET AMOUNT:                                                                     4,187.00


RYAN                 S            01       02     ($3,975.00)   119.00      (60.00)   (3,916.00)
JONES             123456789
                  2009-08-19
123456789S10G12345001


TOTAL NET AMOUNT:                                                                    (3,916.00)

        RFND:                                                                         3,916.00


SCHOOL TOTAL DAILY NET AMOUNT:                                                        4,187.00

        PYMT:                                                                         4,187.00

TOTAL PAYMENTS PROCESSED:                                                             4,187.00

DOWNWARD DISBURSEMENTS ADJUSTMENTS NOT YET APPLIED:                                     0.00
```

## *Direct Loan 30-Day Warning Report*

The 30-Day Warning Report lists unbooked loans for which the COD System has not received the required elements for "booking" a loan. The items needed to book a Direct Loan are included in the Business Rules. These items must be submitted to the Department within 30 days of the initial actual disbursement date. Any missing items will result in the loan remaining unbooked, which may be in violation of this 30-day reporting requirement.

Unbooked awards are listed on the report if any activity occurred on the award (award, MPN, or initial actual disbursement are accepted) during the reported period. The reported period is a 90-day period beginning 120 days prior to the report run date, to allow for the 30-day reporting requirement. Awards remain on the report for 90 days, unless the award books or becomes inactive. For example, if an award is accepted on 10/15/2009 without a promissory note or a disbursement, it will not appear on the October 2009 30-Day Warning Report (30 days have not passed since the award was accepted), but it will appear on the November, December, and January reports if the award remains unbooked. Inactive loans (award amount and disbursements = $0) will not appear on the report. Promissory notes listed on the report are unlinked as of the report end date. Unlinked promissory notes will appear on the report only if the promissory note was received within the reporting period, a 30-day period beginning 30 days prior to the report run date.

The 30-Day Warning Report can be used to:

- Identify the missing pieces necessary for booking the loan. This information is contained in the Loans Pending Booking section of the report.

    o Fields listed on the report indicate which piece(s) of data are still needed by the Department to book the loan (any missing data will display a "Y" in the corresponding Data Needed column).

    o For an award to be listed on the 30 Day Warning report, the award must be accepted on COD. Therefore, you will never see a "Y" in the Data Needed column under "Loan."

- Identify MPNs awaiting awards. This information is included in the Promissory Notes Without Origination Records section of the report.

    o The report will display all unlinked MPNs accepted by COD from your school during the reported period.

- Reconcile to your school's internal records of unbooked awards.

    o Schools can run internal reports of unbooked awards and match this against the 30-Day Warning Report. If there are awards on the 30-Day Warning showing as unbooked that are booked in the school's internal records, the school should research the outstanding piece needed to book the loan, as listed on the 30-Day Warning report.

- Monitor compliance with the 30 day reporting requirement.

    o If an award is listed on the 30-Day Warning Report and there is an actual disbursement on file (data needed = N for Disb column), your school is out of compliance with the 30-day reporting requirement.

    o If an award is listed on the report and there is not an actual disbursement on file (data needed = Y for Disb column), and internal school records show that there was an actual disbursement made on this award, submit the disbursement immediately to COD. If it is >30 days after the date the actual disbursement was made, your school is out of compliance.

The 30-Day Warning Report does not provide any information regarding disbursement amounts or any subsequent disbursements made to a loan that also will need to book. For this type of information, you will need to consult school records or the School Account Statement (SAS). Also, since awards with actual disbursements will drop off the 30-Day Warning after 90 days, it is important to reference the SAS for a complete record of unbooked loans with actual disbursements accepted on COD.

## Business Rules

1. The 30-Day Warning report displays the missing components that are necessary for the loan to book.   The necessary items for a loan to be booked are:

    a. Accepted award/origination record

    b. Accepted MPN

    c. Accepted first disbursement record

    d. Accepted credit decision (for PLUS only)

> **Rejected Credit Decisions**
> Direct Loan PLUS award will not be built on COD unless an accepted credit decision is on file, therefore rejected credit decisions will never appear on the 30 Day Warning report

2. Loans with Award Amounts = $0 do not display on this report.

3. Loans that display on this report without a promissory note accepted and an actual disbursement are removed from the report after 90 days.

4. The 30-Day Warning Report is automatically sent to the school's SAIG mailbox on a monthly basis.

5. The 30-Day Warning Report is available via SAIG mailbox in the following formats, which can be selected via the COD website Report Selection screen under the "School" menu:

    a. Comma-Delimited (message class `DIWC10OP`)

    b. Pipe-Delimited (message class `DIWC10OP`)

    c. Preformatted Text file (message class `DIWR10OP`)

    d. The default format is Preformatted Text file.  Schools may change their default options on the COD web site.

> **Pipe-Delimited Layout**
> The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

    e. Do Not Distribute - if this option is chosen, the 30 Day Warning Report will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD website. You can select the Do Not Distribute option from the COD Website Report Selection screen at any time.  Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

6. The 30-Day Warning Report is available via the COD web site in the following formats:

    a. Comma-Delimited

    b. The 30-Day Warning Report available on the COD web site is the report most recently generated by COD.

> **Format Options**
> Previous versions of this report will also be available on the COD web site.

7. For 2003-2004 and forward, the Batch ID under the section entitled "Pnotes Without Origination Records" is removed from the preformatted 30-Day Warning Report (`DIWR10OP`).

8. For 2003-2004 and forward, the Batch ID is replaced with filler in the delimited versions of the 30-day Warning Report (`DIWC10OP`).

9. The report will generate for the current and previous two Award Years. Example: for Award Year 2009-2010, a school will receive a report for Award Years 2009-2010, 2008-2009, and 2007-2008.

10. Although the 30-Day Warning Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

*Sample Direct Loan 30-Day Warning Report Mockup*

```
REPORT ID:              U.S. DEPARTMENT OF EDUCATION              PAGE 1 OF 1
RUN DATE: 04/03/2010    FEDERAL DIRECT LOAN PROGRAM      RUN TIME: 01:05AM
                            30-Day WARNING REPORT
                            AWARD YEAR: 2009-2010
                     FOR THE PERIOD ENDING 03/31/2010
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: SAMPLE UNIVERSITY                          SCHOOL CODE: G01999
ADDRESS: 5 COLLEGE AVE
         NEW YORK, NY  10038-2206

Loans Pending Booking Section:
                                                            DATA NEEDED
LOAN          LOAN ID           BORR NAME        DATE     LOAN  PROM  DISB
TYPE                                             RCV'D

P      111234222P10G01999001  NOONAN, DANNY    02/02/2010        Y     Y
P      222345333P10G01999001  SASSAFRAS, HENRY 02/26/2010        Y     Y
P      345432111P10G01999001  BELL, BOBBY G    02/08/2010        N     Y
P      465433333P10G01999001  SIMON, JOHN S    02/08/2010        Y     Y
P      733433593P10G01999001  MARK, KELLY D    02/08/2010        N     Y
P      743433582P10G01999001  MILLBERN, DAN M  02/08/2010        N     Y
P      877433583P10G01999001  SUITER, GARY B   02/08/2010        N     Y
P      888433366P10G01999001  FLOOD, MEGHAN    01/30/2010        N     Y
P      999433330P10G01999001  BECHARA, MARK    02/07/2010        N     Y
-------------------------------------------------------------------------------
TOTAL NUMBER PLUS             9
-------------------------------------------------------------------------------
S      314111634S10G01999001  LEE, KIM G       02/28/2010  OK    N     Y
S      765555463S10G01999001  KIBBEE, LOIS     02/28/2010  OK    N     Y
-------------------------------------------------------------------------------
TOTAL NUMBER SUBSIDIZED       2
-------------------------------------------------------------------------------
U      654321674U10G31933001  BUCHANAN, JAMES  01/07/2010  OK    Y     Y
-------------------------------------------------------------------------------
NUMBER UNSUBSIDIZED           1
-------------------------------------------------------------------------------

GRAND TOTAL                   12
-------------------------------------------------------------------------------

Promissory Notes Without Origination Records Section:

PROMISSORY NOTE ID                     DATE RECEIVED    NOTE AMOUNT

123404117M10G01999001                  12/31/09
200104117M10G01999001                  01/30/10
200156765N10G01999001                  12/04/09
```

## Comma-Delimited (CSV) Detail Record Layout

| 30 Day Warning Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Direct Loan ID | Character field:<br>X00000-X99999, where X = G or E<br>Example: G01234 |
| Comma | Delimiter | , |
| B | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Address Line | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| D | CityStateZipCode | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| E | For Period Ending | Date/Time field:<br>Format is CCYY-MM-DD  HH:MM AM/PM |
| Comma | Delimiter | , |
| F | Award Year Desc | Character field:<br>2009-2010 |
| Comma | Delimiter | , |
| G | Award Year | Character field:<br>2010 |
| Comma | Delimiter | , |
| H | Sub-program | Character field:<br>S = Subsidized Direct Loan<br>U = Unsubsidized Direct Loan<br>P = PLUS Loan |
| Comma | Delimiter | , |
| I | Loan ID | Character field:<br>21 character ID for a DL award<br><br>The components of the Loan ID are:<br>Person’s SSN:<br>001010001–999999998 |

| 30 Day Warning Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | | Sub-Program Indicator:<br>      S = Subsidized Direct Loan<br>      U = Unsubsidized Direct Loan<br>      P = PLUS Loan<br>Award Year: 10, for 2009-2010<br>School ID:<br>      X00000-X99999, where X = G or E<br>Sequence Number:<br>      001-999 |
| Comma | Delimiter | , |
| J | Borrower Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| K | Disbursement Received Date | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| L | Loan | Character field:<br>"OK" for Subsidized and Unsubsidized Direct Loans<br> BLANK for PLUS Loans |
| Comma | Delimiter | , |
| M | Prom | Character field:<br>'Y' or 'N' |
| Comma | Delimiter | , |
| N | Disb | Character field:<br>'Y' or 'N' |
| Comma | Delimiter | , |
| O | Reporting Period Start Date | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| P | Reporting Period End Date | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| Q | Period Ending Date | Date field:<br>Format is CCYY-MM-DD HH:MM AM/PM |
| Comma | Delimiter | , |
| R | Date Post First Disbursement | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| S | Sub-program - footer | Character field:<br>SUBSIDIZED = Subsidized Direct Loan<br>UNSUBSIDIZED = Unsubsidized Direct Loan |

| 30 Day Warning Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| | | PLUS = PLUS Loan |
| Comma | Delimiter | , |
| T | Sub-Program (Original) | Character field:<br>DLS = Subsidized Direct Loan<br>DLU = Unsubsidized Direct Loan<br>DLP = PLUS Loan |
| Comma | Delimiter | , |
| U | Count Loan ID | Decimal field |
| Comma | Delimiter | , |
| V | Count Grand Total | Decimal field |
| Comma | Delimiter | , |
| W | Loan ID is not missing | Decimal field |
| Comma | Delimiter | , |
| X | Promissory Note ID | Character field:<br>21 character P-note ID<br><br>The components of the P-note ID are:<br><br>Student's Social Security Number:<br>001010001-999999998<br>Loan Type:<br>N for Grad PLUS (05-06 Forward)<br>M for Sub/Unsub (00-01 Forward)<br>N for Parent PLUS (03-04 Forward)<br>P for Parent PLUS (99-00 to 02-03)<br>S for Sub (99-00)<br>U for Unsub (99-00)<br>Program year (two-digit), e.g. 10 for 2009-2010<br>School Code X00000-X99999, where X = G or E<br>Loan Sequence Number 001-999 |
| Comma | Delimiter | , |
| Y | Promissory Note Received Date | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| Z | Loan Amount Requested | Decimal field |

## *Direct Loan Inactive Loans Report*

The Inactive Loan Report lists all Direct Loan Awards that have been inactivated (the award and any pending or actual disbursements have been adjusted to $0) by the school for the reporting period. The reported period is a 30 day period, as shown at the top of the report, and this will be the calendar month prior to the run date of the report.

This report can be used to

- Confirm that only the correct loans have been made inactive

  o Schools can reconcile this report with internal school records to verify that all awards needing to be made inactive have been processed at COD.

- Identify awards that may have dropped off the 30-Day Warning Report

  o Loans will drop off the 30-Day Warning when they are inactivated.

  o If you expect an award to be listed on the 30-Day Warning and it is not, you may want to research if it now appears on the Inactive Loans report, or if it has been booked since the last report.

### Business Rules

1. The Inactive Loans Report is automatically sent to the school's SAIG mailbox on a monthly basis.

2. The Inactive Loans Report is available via the SAIG mailbox in the following formats, which can be selected via the COD website Report Selection screen under the "School" menu:

   a. Comma-Delimited (message class INACCDOP)

   b. Pipe-Delimited (message class INACCDOP)

   c. Preformatted Text file (message class INACPFOP)

   > **Pipe-Delimited Layout**
   > The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

   d. The default format is Preformatted Text file. Schools may change their default options on the COD web site.

   e. Do Not Distribute - if this option is chosen, the Inactive Loans Report will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD website. You can select the Do Not Distribute option from the COD Website Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

3. The Inactive Loans Report is available via the COD web site in the following formats:

   a. Comma-Delimited (CSV)

   > **Format Options**
   > Previous versions of this report will also be available on the COD web site.

   b. The Inactive Loans Report available on the COD web site is the report most recently generated by COD.

4. Although the Inactive Loans Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

## Sample Direct Loan Inactive Loans Report Mockup

```
RUN DATE: 08/20/2009      U.S. DEPARTMENT OF EDUCATION                PAGE 1
RUN TIME: 04:34PM          FEDERAL DIRECT LOAN PROGRAM
                              INACTIVE LOANS REPORT
                             AWARD YEAR: 2009-2010
                  REPORTING PERIOD: 2009-07-01 - 2009-07-31


      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: SAMPLE COMMUNITY COLLEGE                 SCHOOL CODE: G08303
ADDRESS: 100 NORTH 40TH STREET
         PHOENIX, AZ 85034-1795

LOAN                                              INACTIVE
TYPE   LOAN ID                BORROWER NAME        DATE
-------------------------------------------------------------------------------
S     100017013S10G08303001   CREWS, JOHN M        07/31/2009
S     100013828S10G08303001   JOHNSON, THOMAS P    07/31/2009

TOTAL NUMBER OF INACTIVE DIRECT SUBSIDIZED LOANS FOR PERIOD: 2
-------------------------------------------------------------------------------
U     100019365U10G08303001   MILLER, JOEL J       07/31/2009
U     100014333U10G08303001   RUMSFELD, MICHAEL F  07/31/2009
U     100018722U10G08303001   WALKER, PETER I      07/31/2009

TOTAL NUMBER OF INACTIVE DIRECT UNSUBSIDIZED LOANS FOR PERIOD: 3
-------------------------------------------------------------------------------
P     100111365P10G08303001   FORD, KRISTEN J      07/31/2009
P     100111333P10G08303001   KENDRICK, LORI F     07/31/2009

TOTAL NUMBER OF INACTIVE PLUS LOANS: 2
-------------------------------------------------------------------------------


GRAND TOTAL:       7
```

## Comma-Delimited (CSV) Detail Record Layout

| DL Inactive Loan Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| B | Address Line 1 | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Address Line 2 | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| D | City | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| E | State | Character field:<br>2 characters<br>Uppercase A–Z |
| Comma | Delimiter | , |
| F | Zip Code | 000000000 – 999999999 |
| Comma | Delimiter | , |
| G | School ID | Character field:<br>X00000-X99999, where X = G or E<br>Example: G01234 |
| Comma | Delimiter | , |
| H | Sub-program | Character field:<br>S = Subsidized Direct Loan<br>U = Unsubsidized Direct Loan<br>P = PLUS Loan |
| Comma | Delimiter | , |
| I | Loan ID | Character field:<br>21 character ID for a DL award |

| DL Inactive Loan Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | | The components of the Loan ID are:<br>Person's SSN:<br>       001010001–999999998<br>Sub-Program Indicator:<br>       S = Subsidized Direct Loan<br>       U = Unsubsidized Direct Loan<br>       P = PLUS Loan<br>Award Year: 10, for 2009-2010<br>School ID:<br>       X00000-X99999, where X = G or E<br>Sequence Number:<br>       001-999 |
| Comma | Delimiter | , |
| J | Full Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| K | Date Last Credit | Date<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| L | Sub-program (Grouped) | 'S' for Subsidized OR<br>'U' for Unsubsidized OR<br>'P' for PLUS |
| Comma | Delimiter | , |
| M | Reporting Period | Date range:<br>Format is CCYY-MM-DD – CCYY-MM-DD |
| Comma | Delimiter | , |
| N | First of Month | Date<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| O | Last of Month | Date<br>Format is CCYY-MM-DD |

## *Direct Loan Duplicate Student Borrower Report*

The Duplicate Student Borrower Report lists the student borrowers for which the COD System has accepted multiple Direct Subsidized and/or Unsubsidized Award records with overlapping academic years within the same award year. This report assists in identifying subsequent award or disbursement records that may reject due to exceeding the annual loan limits. This report does NOT relieve the school of its responsibility to monitor all loan activity (including FFEL) for a student through the Financial Aid Transcript and NSLDS processes.

This information can be used to:

- Identify potential overaward situations.

  o Use data on the report to identify when multiple sub/unsub awards have been originated with overlapping academic years, which could result in an overaward situation.

  o If any of the listed awards at your school will not be disbursed, or will only be partially disbursed, reduce the award by the applicable amount.

  o Monitor remaining awards for students listed on the report and any associated disbursements for any rejects due to overaward situations.

### Business Rules

1. The Duplicate Student Borrower Report is automatically sent to the school's SAIG mailbox on a monthly basis.

2. The Duplicate Student Borrower Report is available via SAIG mailbox in the following formats, which can be selected via the COD website Report Selection screen under the "School" menu:

   a. Comma-Delimited (message class `DUPLCDOP`)

   b. Pipe-Delimited (message class `DUPLCDOP`)

   c. Preformatted Text file (message class `DUPLPFOP`)

   d. The default format is Preformatted Text file.

   e. Do Not Distribute - if this option is chosen, the Duplicate Student Borrower Report will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD website. You can select the Do Not Distribute option from the COD Website Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

> **Pipe-Delimited Layout**
> The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

3. The Duplicate Student Borrower Report is available via the COD web site in the following formats:

   a. Comma-Delimited (CSV)

   b. The Duplicate Student Borrower Report available on the COD web site is the report most recently generated by COD.

> **Format Options**
> Previous versions of this report will also be available on the COD web site.

4. Although the Duplicate Student Borrower Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

## Comma-Delimited (CSV) Detail Record Layout

| DL Duplicate Student Borrower Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | SSN | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| B | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Award ID | Character field:<br>21 character loan ID of a DL award<br><br>The components of the Loan ID are:<br>Person's SSN:<br>      001010001–999999998<br>Sub-Program Indicator:<br>      S = Subsidized Direct Loan<br>      U = Unsubsidized Direct Loan<br>      P = PLUS Loan<br>Award Year: 10, for 2009-2010<br>School ID:<br>      X00000-X99999, where X = G or E<br>Sequence Number:<br>      001-999 |
| Comma | Delimiter | , |
| D | Amt Issued | Decimal field |
| Comma | Delimiter | , |
| E | Amt Posted | Decimal field |
| Comma | Delimiter | , |
| F | Grade Level | Number field:<br>1 digit number, 0-7 |
| Comma | Delimiter | , |
| G | Loan Period | Date range:<br>Format is CCYY-MM-DD – CCYY-MM-DD |
| Comma | Delimiter | , |
| H | DL ID | Character field:<br>X00000-X99999, where X = G or E<br>Example: G01234 |
| Comma | Delimiter | , |
| I | Dup School Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe) |

| DL Duplicate Student Borrower Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | | - (Dash) |
| Comma | Delimiter | , |
| J | Dup City | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| K | Dup State | Character field:<br>2 characters<br>Uppercase A–Z |
| Comma | Delimiter | , |
| L | Zip Code | 00000-0000 – 99999-9999 |
| Comma | Delimiter | , |
| M | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| N | Address | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| O | End of Month | Date/Time field<br>Format is:  CCYY-MM-DD  HH:MM AM/PM |
| Comma | Delimiter | , |
| P | First of Month | Date/Time field<br>Format is:  CCYY-MM-DD  HH:MM AM/PM |
| Comma | Delimiter | , |
| Q | Reporting Period | Date range:<br>Format is CCYY-MM-DD – CCYY-MM-DD |
| Comma | Delimiter | , |
| R | Telephone # | 0000000000 – 9999999999 |
| Comma | Delimiter | , |
| S | Borrower Academic Year | Date range:<br>Format is CCYY-MM-DD – CCYY-MM-DD PLUS = PLUS Loan |
| Comma | Delimiter | , |

| DL Duplicate Student Borrower Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| T | Dep Ovr Ind | Character field:  D, I or blank |
| Comma | Delimiter | , |
| U | Additional Unsub Dependent Student Eligibility | Character field:  Y or N |
| Comma | Delimiter | , |
| V | HPPA Ind | Character field:  Y, N or blank |

## *Sample Direct Loan Duplicate Student Borrower Report Mockup*

```
RUN DATE: 12/02/2009      U.S. DEPARTMENT OF EDUCATION              Page 1
RUN TIME: 03:13PM          FEDERAL DIRECT LOAN PROGRAM
                          DUPLICATE STUDENT BORROWER REPORT
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT


REPORTING PERIOD: 2009-11-01 - 2009-11-30
SCHOOL NAME: SAMPLE UNIVERSITY                      SCHOOL CODE: G010001
ADDRESS: ONE ARMORY SQUARE,  SPRINGFIELD, MA  01101-9000


--------------------------------------------------------------------------------
Borrower SSN              Borrower Name
--------------------------------------------------------------------------------
Loan Id                   Loan      Total   G   Loan Period             School
                          Amt       Actual  R                           Code
                          Approved  Gross   A
                                    Dis     D
                                    Amount  E
--------------------------------------------------------------------------------
School Name               City      State   Zipcode      Telephone #
--------------------------------------------------------------------------------
Borrower Academic         Dependency   Additional UnSub. Eligibility:
       Year                            Dependent Student HEAL
--------------------------------------------------------------------------------
765433004                 MAGGIE SMITH
765433004S10G01006001     3000      $1500   5   2009-07-02-2010-07-01   G01006
FAULKNER UNIVERSITY       MONTGOMERY  AL        36109-3398   (334) 555-7211
2009-07-02-2010-07-01     I           N

765433030                 JOHN SMAILS
765433030S10G01020001     2000      $1500   5   2009-07-03-2010-07-02   G01020
TECHNICAL STATE           MONTGOMERY  AL        36265-1602   (205) 782-5006
2009-07-03-2010-07-02     D           Y

765433031  HARRIS NELSON
765433031S10G02183001     3000      $1500   5   2009-07-02-2010-07-01   G02000
MASSACHUSETTS STATE       NATICK      MA        02325-2511   (508) 697-1341
2009-07-02-2010-07-01     I           N


The Duplicate Student Borrower Report lists student borrowers for which COD has
accepted multiple Direct Subsidized and/or Unsubsidized common records. The list
indicates other schools that have submitted a common record for the same borrower
who may be attending your school. This report assists in identifying subsequent
loan origination records that may reject due to exceeding the annual loan limits.
This report does NOT relieve the school of its responsibility to monitor all loan
activity (including FFEL) for a student through the Financial Aid Transcript and
NSLDS processes.
```

## *Direct Loan SSN/Name/Date of Birth Change Report*

The SSN/Name/Date of Birth Change Report lists students/borrowers who have had identifier changes (including changes to SSN, name, and date of birth) during the reporting period, which is 90 days prior to the report end date. A student/borrower with an identifier change will be included on your school's report if that person was associated with your school for any of the 3 most recent award years. The change may have been initiated by: a) your school, b) another school associated with that borrower, or c) Direct Loan Servicing (in the case of an SSN change only). The report detail provides information on the school submitting the change, the field changed, the old value, the new value, and the date the change was accepted, to assist your school with researching any related identifier issues.

The information on this report can be used to:

- Confirm identifier changes sent by your school have been accepted properly on COD.

- Update your records (where appropriate).

    o  Because your school may not have initiated the change, it is important to monitor the information on this report for any updated identifier information for your students and make changes to your records where appropriate. This will help you prevent future rejects based on old identifier information.

    o  If your school has more current information on the student's identifiers, you will need to ensure this information is properly documented and updated on COD.

Business Rules:

1.  The SSN/Name/Date of Birth Change Report is automatically sent to the school's SAIG mailbox on a weekly basis, when a change is initiated.

2.  The SSN/Name/Date of Birth Change Report is available via SAIG in the following formats, which can be selected via the COD website Report Selection screen under the "School" menu:

    a.  Comma-Delimited (message class `SNDCCDOP`)

    b.  Pipe-Delimited (message class `SNDCCDOP`)

    c.  Preformatted Text file (message class `SNDCPFOP`)

    d.  The default format is Preformatted Text file.

    e.  Do Not Distribute - if this option is chosen, the SSN/Name/Date of Birth Change Report will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD website. You can select the Do Not Distribute option from the COD Website Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

3.  The SSN/Name/Date of Birth Change Report is available via the COD web site in the following formats:

    a.  Comma-Delimited (CSV)

    b.  The SSN/Name/Date of Birth Change Report available on the COD web site is the report most recently generated by COD.

4.  Although the SSN/Name/Date of Birth Change Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

> **Pipe-Delimited Layout**
> The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

> **Format Options**
> Previous versions of this report will also be available on the COD web site.

## Comma-Delimited (CSV) Detail Record Layout

| DL SSN/Name/DOB Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Reporting Period | Date range:<br>Format is CCYY-MM-DD – CCYY-MM-DD |
| Comma | Delimiter | , |
| B | School ID | 8 digit number.<br>0–9 |
| Comma | Delimiter | , |
| C | OPE ID | 8 digit number.<br>0–9 |
| Comma | Delimiter | , |
| D | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| E | Address (School Address) | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| F | School City | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| G | School State | Character field:<br>2 characters<br>Uppercase A–Z |
| Comma | Delimiter | , |
| H | School Zip Code | 00000-0000 – 99999-9999 |
| Comma | Delimiter | , |
| I | Person Last Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| J | Person First Name | Character field: |

| DL SSN/Name/DOB Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | | 0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| K | Middle Initial | Character field:<br>1 character<br>Uppercase A–Z |
| Comma | Delimiter | , |
| L | SSN | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| M | User | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| N | Field Name | Student/Borrower Identifier Changed:  NAME, BIRTH DT or SSN |
| Comma | Delimiter | , |
| O | Old Value | Initial Student/Borrower Identifier:<br><br>Character field for NAME:<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br><br>Date format for BIRTH DT:<br>CCYY-MM-DD<br><br>Number field for SSN:<br>001010001–999999998 |
| Comma | Delimiter | , |
| P | New Value | Current Student/Borrower Identifier:<br><br>Character field for NAME:<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br><br>Date format for BIRTH DT:<br>CCYY-MM-DD<br><br>Number field for SSN:<br>001010001–999999998 |

| DL SSN/Name/DOB Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| Comma | Delimiter | , |
| Q | Date Change Accepted | Date format:<br>CCYY-MM-DD |
| Comma | Delimiter | , |
| R | School ID | 8 digit number.<br>0–9 |
| Comma | Delimiter | , |
| S | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| T | School City | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| U | School State | Character field:<br>2 characters<br>Uppercase A–Z |
| Comma | Delimiter | , |
| V | School Zip Code | 00000-0000 – 99999-9999 |
| Comma | Delimiter | , |
| W | School Telephone | 0000000000 – 9999999999 or blank |

## Sample Direct Loan SSN/Name/Date of Birth Change Report Mockup

```
RUN DATE: 11/16/2009            U.S. DEPARTMENT OF EDUCATION              Page 1 of 1
                                 FEDERAL DIRECT LOAN PROGRAM              RUN TIME: 8:49AM
                                SSN/NAME/DATE OF BIRTH CHANGE REPORT
                                REPORTING PERIOD: 2009-07-01 - 2010-09-30

          *THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

SCHOOL ID:      10029000                                              OPE ID:  00129000
SCHOOL NAME:    SAMPLE TECH
ADDRESS:         555 CAMPANILE DRIVE
                 ARLINGTON, VA  12345-1234

PERSON LAST NAME, FIRST NAME, MI        USER              FIELD NAME
PERSON SSN                              SCHOOL PHONE      OLD VALUE
SCHOOL ID                               SCHOOL CITY, ST   NEW VALUE
SCHOOL NAME                             SCHOOL ZIP CODE    DATE CHANGE ACCEPTED


BLANCO, JOI  P                          BATCH             NAME
356-55-2355                             7066442544        JOI P BALA
10029000                                ARLINGTON, VA     JOI P BLANCO
SAMPLE TECH                             12345-1234        2009-09-20


MASRIOS, JOIE  Q                        BATCH             BIRTH DATE
357-56-2356                             7066442544        1985-04-15
10029000                                ARLINGTON, VA     1985-12-15
SAMPLE TECH                             12345-1234        2009-09-20

SMITH, PAUL T                           BATCH             SSN
358-56-2356                             7066442544        350-06-2356
10029000                                ARLINGTON, VA     358-56-2356
SAMPLE TECH                             12345-1234        2009-09-20


          This report lists SSN/NAME/DOB changes for a student with awards from schools.  This report assists
                      schools in identifying when demographic data changes for a student.
```

## *Direct Loan Rebuild File*

An electronic rebuild file can be requested to rebuild a school's lost or corrupted Direct Loan Database or to recreate specific student records.  It may be imported into Direct Loan Tools to rebuild an EDExpress database or into a school's vendor or mainframe system.  For more information on the rebuild functionality in DL Tools, refer to Volume IV, Section 1 of this Technical Reference.

### Business Rules

1.  The Direct Loan Rebuild File is provided in a fixed-length file format (message class `CODRBFOP`).

2.  A Rebuild File can be requested by a school for a specific:

    a.  Award Year (e.g. 2009-2010) – provides all the loan/disbursement information for the entire award year

    b.  Borrower/Student - provides loan(s)/disbursement(s) information for one particular student by the student's Social Security Number.

    c.  Award ID (Loan ID)  - provides loan/disbursement information for a specific Award ID

    d.  Date Range – provides loan(s)/disbursement(s) information within a range of dates for a particular award year.

> ### Date Range Option
> The date range option selects awards accepted within the date range and provides all disbursement transactions, including disbursement adjustments, related to these loans.

## Direct Loan Rebuild Origination Detail Record Layout

| Direct Loan Rebuild Origination Detail Record | | | | | | Import from COD System |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 1 | 1 | Record Type<br>The type of record included in the file | O = Rebuild Origination Detail Record | Left |
| 2 | 2 | 22 | 21 | Financial Award ID<br>Unique award identifier | Student's Social Security Number:  001010001–999999998<br>Loan Type:  S = Subsidized<br>U = Unsubsidized<br>P = PLUS<br>Program Year: 10 (for 2009-2010)<br>School Code: X00000–X99999 where X = G or E<br>Financial Award Number/Loan Sequence Number:  001–999 | Left |
| 3 | 23 | 31 | 9 | Borrower's Social Security Number<br>The borrower's current Social Security Number | 001010001–999999998 | Right |
| 4 | 32 | 43 | 12 | Borrower's First Name<br>The borrower's first name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position | Left |

| Direct Loan Rebuild Origination Detail Record | | | | | | Import from COD System |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 5 | 44 | 59 | 16 | Borrower's Last Name<br>The borrower's last name | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>If the last name is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 6 | 60 | 60 | 1 | Borrower's Middle Initial | Uppercase A-Z<br>Can be blank | Left |
| 7 | 61 | 95 | 35 | Borrower's Permanent Address<br>The first line of the borrower's permanent address | 0-9<br>Uppercase A-Z<br>, (Comma)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>If the address is more than 35 bytes, the value will be truncated to 35 bytes | Left |
| 8 | 96 | 111 | 16 | Borrower's Permanent Address City<br>The city where the borrower permanently resides | 0-9<br>Uppercase A-Z<br>, (Comma)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>If the city is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 9 | 112 | 113 | 2 | Person's Permanent Address State/Province Code<br>The state or province where the person permanently resides | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table Volume 8, Section 4<br>If the state/province is 3 bytes, the value will be truncated to 2 bytes | Left |
| 10 | 114 | 122 | 9 | Person's Permanent Zip Code<br>The Person's address Zip Code | 0–9<br>Space(s)<br>Last 4 digits can be blank<br>If the postal code is more than 9 bytes, the value will be truncated to 9 bytes | Left |
| 11 | 123 | 132 | 10 | Borrower's Telephone Number<br>The borrower's home telephone number | 0–9<br>Can be blank<br>If the telephone number is more than 10 bytes, the value will be truncated to 10 bytes | Right |

| Direct Loan Rebuild Origination Detail Record | | | | | | Import from COD System |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 12 | 133 | 152 | 20 | Borrower's Driver's License Number<br>The borrower's driver's license number | 0–9<br>Uppercase A–Z<br>Space(s)<br><br>- (Dash)<br>* (Asterisk)<br>Can be blank | Left |
| 13 | 153 | 154 | 2 | Borrower's Driver's License State<br>The borrower's driver's license state | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank<br>If the Drivers License State is 3 bytes, the value will be truncated to 2 bytes | Left |
| 14 | 155 | 162 | 8 | Borrower's Date of Birth<br>The borrower's date of birth | Format is CCYYMMDD | Date |
| 15 | 163 | 163 | 1 | Person's Citizenship Status Code<br>The person's/borrower's citizenship status | 1 = U.S. Citizen<br>2 = Eligible Non-Citizen<br>3 = Ineligible Non-Citizen<br>Can be blank for Subsidized/Unsubsidized | Right |
| 16 | 164 | 164 | 1 | Additional Unsubsidized Indicator | Required for unsubsidized 2008-2009 and forward:<br>'Y' = Yes<br>'N' = No<br>Blank for unsubsidized 2007-2008 and prior, and all subsidized and PLUS | Left |
| 17 | 165 | 172 | 8 | Not applicable | Always blank | Right |
| 18 | 173 | 173 | 1 | Default/Overpay Code<br>The person/borrower is in default on a Title IV loan or owes a refund on a Title IV grant | N = No<br>Z = Overridden by School<br>Y = Yes | Left |
| 19 | 174 | 175 | 2 | Student Level Code<br>Indicates the student's current college grade level in the program or college | Values for Program Year = 01<br>01 = 1st year undergraduate, never attended college<br>02 = 1st year undergraduate, attended college before<br>03 = 2nd year undergraduate/sophomore<br>04 = 3rd year undergraduate/junior<br>05 = 4th year undergraduate/senior<br>06 = 5th year/other undergraduate<br>07 = Continuing graduate/professional or beyond<br>Values for Program Year = 02, 03, 04 and 05:<br>00 = 1st year undergraduate, never attended college<br>01 = 1st year undergraduate, attended college before<br>02 = 2nd year undergraduate/sophomore<br>03 = 3rd year undergraduate/junior<br>04 = 4th year undergraduate/senior<br>05 = 5th year/other undergraduate<br>06 = 1st year graduate/professional<br>07 = Continuing graduate/professional or beyond | Right |
| 20 | 176 | 180 | 5 | Financial Award Amount<br>The total maximum amount for which the borrower is eligible | Numeric > = 0<br>Pennies are truncated. Zero filled to the left of the dollar amount | Right |

| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| **Direct Loan Rebuild Origination Detail Record**                                                          **Import from COD System** ||||||||
| 21 | 181 | 188 | 8 | Financial Award Begin Date<br>The date when classes begin for the specific period covered by the loan | Format is CCYYMMDD | Date |
| 22 | 189 | 196 | 8 | Financial Award End Date<br>The date when classes end for the specific period covered by the loan | Format is CCYYMMDD | Date |
| 23 | 197 | 204 | 8 | 1st Disbursement Anticipated Date<br>The anticipated disbursement date for the 1st disbursement | Format is CCYYMMDD<br>Disbursement Date with a Release Indicator = false or true | Date |
| 24 | 205 | 209 | 5 | 1st Anticipated Disbursement Amount<br>The anticipated gross amount for the 1st disbursement | Numeric > = 0<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 25 | 210 | 214 | 5 | 1st Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 1st disbursement | Numeric > = 0<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |
| 26 | 215 | 219 | 5 | 1st Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 1st disbursement | Numeric > = 0<br>Will be blank for 2000-2001<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 27 | 220 | 224 | 5 | 1st Disbursement Anticipated Net Amount<br>The anticipated net amount for the 1st disbursement | Numeric > = 0<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 28 | 225 | 232 | 8 | 2nd Disbursement Anticipated Date<br>The anticipated disbursement date for the 2nd disbursement | Format is CCYYMMDD<br>Can be blank<br>Disbursement Date with a Release Indicator = false or true | Date |
| 29 | 233 | 237 | 5 | 2nd Anticipated Disbursement Amount<br>The anticipated gross amount for the 2nd disbursement | Numeric > = 0<br>Can be blank<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 30 | 238 | 242 | 5 | 2nd Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 2nd disbursement | Numeric > = 0<br>Can be blank<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |
| 31 | 243 | 247 | 5 | 2nd Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 2nd disbursement | Numeric > = 0<br>Will be blank for 2000-2001<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 32 | 248 | 252 | 5 | 2nd Disbursement Anticipated Net Amount<br>The anticipated net amount for the 2nd disbursement | Numeric > = 0<br>Can be blank<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 33 | 253 | 260 | 8 | 3rd Disbursement Anticipated Date<br>The anticipated disbursement date for the 3rd disbursement | Format is CCYYMMDD<br>Can be blank<br>Disbursement Date with a Release Indicator = false or true | Date |

| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
|---|---|---|---|---|---|---|
| | | | | **Direct Loan Rebuild Origination Detail Record** | **Import from COD System** | |
| 34 | 261 | 265 | 5 | 3rd Anticipated Disbursement Amount<br>The anticipated gross amount for the 3rd disbursement | Numeric > = 0<br>Can be blank<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 35 | 266 | 270 | 5 | 3rd Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 3rd disbursement | Numeric > = 0<br>Can be blank<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |
| 36 | 271 | 275 | 5 | 3rd Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 3rd disbursement | Numeric > = 0<br>Will be blank for 2000-2001<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 37 | 276 | 280 | 5 | 3rd Disbursement Anticipated Net Amount<br>The anticipated net amount for the 3rd disbursement | Numeric > = 0<br>Can be blank<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 38 | 281 | 288 | 8 | 4th Disbursement Anticipated Date<br>The anticipated disbursement date for the 4th disbursement | Format is CCYYMMDD<br>Can be blank<br>Disbursement Date with a Release Indicator = false or true | Date |
| 39 | 289 | 293 | 5 | 4th Anticipated Disbursement Amount<br>The anticipated gross amount for the 4th disbursement | Numeric > = 0<br>Can be blank<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 40 | 294 | 298 | 5 | 4th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 4th disbursement | Numeric > = 0<br>Can be blank<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |
| 41 | 299 | 303 | 5 | 4th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 4th disbursement | Numeric > = 0<br>Will be blank for 2000-2001<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 42 | 304 | 308 | 5 | 4th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 4th disbursement | Numeric > = 0<br>Can be blank<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 43 | 309 | 316 | 8 | 5th Disbursement Anticipated Date<br>The anticipated disbursement date for the 5th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | Date |
| 44 | 317 | 321 | 5 | 5th Anticipated Disbursement Amount<br>The anticipated gross amount for the 5th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 45 | 322 | 326 | 5 | 5th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 5th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |

| Direct Loan Rebuild Origination Detail Record | | | | | Import from COD System | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 46 | 327 | 331 | 5 | 5th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 5th disbursement | Numeric > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 47 | 332 | 336 | 5 | 5th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 5th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 48 | 337 | 344 | 8 | 6th Disbursement Anticipated Date<br>The anticipated disbursement date for the 6th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | Date |
| 49 | 345 | 349 | 5 | 6th Anticipated Disbursement Amount<br>The anticipated gross amount for the 6th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 50 | 350 | 354 | 5 | 6th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 6th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |
| 51 | 355 | 359 | 5 | 6th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 6th disbursement | Numeric > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 52 | 360 | 364 | 5 | 6th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 6th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 53 | 365 | 372 | 8 | 7th Disbursement Anticipated Date<br>The anticipated disbursement date for the 7th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | Date |
| 54 | 373 | 377 | 5 | 7th Anticipated Disbursement Amount<br>The anticipated gross amount for the 7th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 55 | 378 | 382 | 5 | 7th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 7th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |

| Direct Loan Rebuild Origination Detail Record | | | | | | Import from COD System | |
|---|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | | Justify |
| 56 | 383 | 387 | 5 | 7th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 7th disbursement | Numeric  > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | | Right |
| 57 | 388 | 392 | 5 | 7th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 7th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | | Right |
| 58 | 393 | 400 | 8 | 8th Disbursement Anticipated Date<br>The anticipated disbursement date for the 8th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | | Date |
| 59 | 401 | 405 | 5 | 8th Anticipated Disbursement Amount<br>The anticipated gross amount for the 8th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | | Right |
| 60 | 406 | 410 | 5 | 8th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 8th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | | Right |
| 61 | 411 | 415 | 5 | 8th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 8th disbursement | Numeric  > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | | Right |
| 62 | 416 | 420 | 5 | 8th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 8th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | | Right |
| 63 | 421 | 428 | 8 | 9th Disbursement Anticipated Date<br>The anticipated disbursement date for the 9th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | | Date |
| 64 | 429 | 433 | 5 | 9th Anticipated Disbursement Amount<br>The anticipated gross amount for the 9th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | | Right |
| 65 | 434 | 438 | 5 | 9th Disbursement Anticipated Loan Fee Amount<br>9th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 9th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | | Right |

| | | | | Direct Loan Rebuild Origination Detail Record | Import from COD System | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 66 | 439 | 443 | 5 | 9th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 9th disbursement | Numeric  > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 67 | 444 | 448 | 5 | 9th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 9th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 68 | 449 | 456 | 8 | 10th Disbursement Anticipated Date<br>The anticipated disbursement date for the 10th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | Date |
| 69 | 457 | 461 | 5 | 10th Anticipated Disbursement Amount<br>The anticipated gross amount for the 10th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 70 | 462 | 466 | 5 | 10th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 10th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |
| 71 | 467 | 471 | 5 | 10th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 10th disbursement | Numeric  > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 72 | 472 | 476 | 5 | 10th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 10th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 73 | 477 | 484 | 8 | 11th Disbursement Anticipated Date<br>The anticipated disbursement date for the 11th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | Date |
| 74 | 485 | 489 | 5 | 11th Anticipated Disbursement Amount<br>The anticipated gross amount for the 11th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 75 | 490 | 494 | 5 | 11th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 11th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |

| | | | | Direct Loan Rebuild Origination Detail Record | | Import from COD System | |
|---|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 76 | 495 | 499 | 5 | 11th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 11th disbursement | Numeric  > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 77 | 500 | 504 | 5 | 11th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 11th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 78 | 505 | 512 | 8 | 12th Disbursement Anticipated Date<br>The anticipated disbursement date for the 12th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | Date |
| 79 | 513 | 517 | 5 | 12th Anticipated Disbursement Amount<br>The anticipated gross amount for the 12th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 80 | 518 | 522 | 5 | 12th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 12th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |
| 81 | 523 | 527 | 5 | 12th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 12th disbursement | Numeric  > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 82 | 528 | 532 | 5 | 12th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 12th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 83 | 533 | 540 | 8 | 13th Disbursement Anticipated Date<br>The anticipated disbursement date for the 13th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | Date |
| 84 | 541 | 545 | 5 | 13th Anticipated Disbursement Amount<br>The anticipated gross amount for the 13th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 85 | 546 | 550 | 5 | 13th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 13th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |

| Direct Loan Rebuild Origination Detail Record | | | | | | Import from COD System |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Len** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 86 | 551 | 555 | 5 | 13th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 13th disbursement | Numeric  > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 87 | 556 | 560 | 5 | 13th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 13th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 88 | 561 | 568 | 8 | 14th Disbursement Anticipated Date<br>The anticipated disbursement date for the 14th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | Date |
| 89 | 569 | 573 | 5 | 14th Anticipated Disbursement Amount<br>The anticipated gross amount for the 14th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 90 | 574 | 578 | 5 | 14th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 14th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |
| 91 | 579 | 583 | 5 | 14th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 14th disbursement | Numeric  > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 92 | 584 | 588 | 5 | 14th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 14th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 93 | 589 | 596 | 8 | 15th Disbursement Anticipated Date<br>The anticipated disbursement date for the 15th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | Date |
| 94 | 597 | 601 | 5 | 15th Anticipated Disbursement Amount<br>The anticipated gross amount for the 15th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 95 | 602 | 606 | 5 | 15th Disbursement Anticipated Loan Fee Amount<br>15th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 15th disbursement | Numeric  > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |

| Direct Loan Rebuild Origination Detail Record | | | | | | Import from COD System | |
|---|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 96 | 607 | 611 | 5 | 15th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 15th disbursement | Numeric > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 97 | 612 | 616 | 5 | 15th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 15th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 98 | 617 | 624 | 8 | 16th Disbursement Anticipated Date<br>The anticipated disbursement date for the 16th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | Date |
| 99 | 625 | 629 | 5 | 16th Anticipated Disbursement Amount<br>The anticipated gross amount for the 16th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 100 | 630 | 634 | 5 | 16th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 16th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |
| 101 | 635 | 639 | 5 | 16th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 16th disbursement | Numeric > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 102 | 640 | 644 | 5 | 16th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 16th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 103 | 645 | 652 | 8 | 17th Disbursement Anticipated Date<br>The anticipated disbursement date for the 17th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | Date |
| 104 | 653 | 657 | 5 | 17th Anticipated Disbursement Amount<br>The anticipated gross amount for the 17th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 105 | 658 | 662 | 5 | 17th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 17th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |

| Direct Loan Rebuild Origination Detail Record | | | | | | Import from COD System |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 106 | 663 | 667 | 5 | 17th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 17th disbursement | Numeric > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 107 | 668 | 672 | 5 | 17th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 17th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 108 | 673 | 680 | 8 | 18th Disbursement Anticipated Date<br>The anticipated disbursement date for the 18th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | Date |
| 109 | 681 | 685 | 5 | 18th Anticipated Disbursement Amount<br>The anticipated gross amount for the 18th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 110 | 686 | 690 | 5 | 18th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 18th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |
| 111 | 691 | 695 | 5 | 18th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 18th disbursement | Numeric > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | Right |
| 112 | 696 | 700 | 5 | 18th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 18th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | Right |
| 113 | 701 | 708 | 8 | 19th Disbursement Anticipated Date<br>The anticipated disbursement date for the 19th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | Date |
| 114 | 709 | 713 | 5 | 19th Anticipated Disbursement Amount<br>The anticipated gross amount for the 19th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | Right |
| 115 | 714 | 718 | 5 | 19th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 19th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | Right |

| Direct Loan Rebuild Origination Detail Record | | | | | | Import from COD System | |
|---|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | | Justify |
| 116 | 719 | 723 | 5 | 19th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 19th disbursement | Numeric > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | | Right |
| 117 | 724 | 728 | 5 | 19th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 19th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | | Right |
| 118 | 729 | 736 | 8 | 20th Disbursement Anticipated Date<br>The anticipated disbursement date for the 20th disbursement | Format is CCYYMMDD<br>Can be blank<br>Blank for PLUS<br>Disbursement Date with a Release Indicator = false or true | | Date |
| 119 | 737 | 741 | 5 | 20th Anticipated Disbursement Amount<br>The anticipated gross amount for the 20th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Amount with a Release Indicator = false or true | | Right |
| 120 | 742 | 746 | 5 | 20th Disbursement Anticipated Loan Fee Amount<br>The anticipated loan fee amount for the 20th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Fee Amount with a Release Indicator = false or true | | Right |
| 121 | 747 | 751 | 5 | 20th Disbursement Anticipated Interest Rebate Amount<br>The anticipated interest rebate amount for the 20th disbursement | Numeric > = 0<br>Will be blank for 2000-2001<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Interest Rebate Amount with a Release Indicator = false or true | | Right |
| 122 | 752 | 756 | 5 | 20th Disbursement Anticipated Net Amount<br>The anticipated net amount for the 20th disbursement | Numeric > = 0<br>Can be blank<br>Blank for PLUS<br>Pennies are truncated. Zero filled to the left of the dollar amount.<br>Disbursement Net Amount with a Release Indicator = false or true | | Right |
| 123 | 757 | 779 | 23 | Document ID<br>The rebuild batch number generated by COD | Batch Type = RB<br>Cycle Indicator = 0 (for 2009-2010)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | | Left |
| 124 | 780 | 780 | 1 | Promissory Note Print Code | S = COD Prints (Send to Borrower)<br>R = COD Prints (Return to School)<br>O = On-site (EDExpress)<br>F = On-site (Custom System)<br>Z = COD Reprints and sends to borrower.<br>V = COD Reprints and sends to school<br>The following valid values and definitions are for Phase-In Participants Only:<br>O= Onsite (EDExpress) – for award years prior to 0304<br>F= Onsite (Custom System) | | Left |
| 125 | 781 | 781 | 1 | Not applicable | Always Blank | | Left |

| Direct Loan Rebuild Origination Detail Record | | | | | | Import from COD System |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 126 | 782 | 786 | 5 | Origination Fee Percentage<br>The origination fee percentage used for this loan | Numeric > 0<br>Current value associated with the award.<br>There is an implied decimal between the 2nd and 3rd positions from the left | Left |
| 127 | 787 | 795 | 9 | Student's Social Security Number (PLUS)<br>Social Security Number of the student | 001010001–999999998<br>Blank for Subsidized/Unsubsidized | Right |
| 128 | 796 | 807 | 12 | Student's First Name (PLUS)<br>The student's first name | 0-9<br>Uppercase A-Z<br>' (Apostrophe)<br> - (Dash)<br>Left justified with alpha character in the first position<br>Blank for Subsidized/Unsubsidized | Left |
| 129 | 808 | 823 | 16 | Student's Last Name (PLUS)<br>The student's last name | 0-9<br>Uppercase A-Z<br>' (Apostrophe)<br> - (Dash)<br>Left justified with alpha character in the first position<br>Blank for Subsidized/Unsubsidized<br>I the last name is more than 16 bytes, the value will be truncated to 16 bytes. | Left |
| 130 | 824 | 824 | 1 | Student's Middle Initial (PLUS)<br>The student's middle initial | Uppercase A-Z<br>Blank for Subsidized/Unsubsidized | Left |
| 131 | 825 | 825 | 1 | Student's Citizenship Status | 1 = U.S. Citizen<br>2 = Eligible Non-Citizen<br>3 = Ineligible Non-Citizen<br>Blank for Subsidized/Unsubsidized | Left |
| 132 | 826 | 834 | 9 | Not applicable | Always BLANK | Right |
| 133 | 835 | 842 | 8 | Student's Date of Birth (PLUS)<br>The student's date of birth | Format is CCYYMMDD<br>Blank for Subsidized/Unsubsidized | Date |
| 134 | 843 | 843 | 1 | Student's Default Overpay Code<br>The student is in default on a Title IV loan or owes a refund on a Title IV grant | N = No<br>Z = Overridden by School<br>Y = Yes<br>Blank for Subsidized/Unsubsidized | Left |
| 135 | 844 | 849 | 6 | School Code<br>Direct Loan School Code | X00000–X99999 where X = G or E | Left |
| 136 | 850 | 854 | 5 | Not applicable | Always BLANK | Right |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Direct Loan Rebuild Origination Detail Record** | | | | | **Import from COD System** | |
| **Field #** | **Start** | **End** | **Len** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 137 | 855 | 889 | 35 | Student's Local/Temporary Address<br>The first line of the student's local/temporary address<br>Student's local/temporary address is not required | 0-9<br>Uppercase A-Z<br>, (Comma)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>Can be blank<br>**If** the temporary address is more 35 bytes, the value will be truncated to 35 bytes. | Left |
| 138 | 890 | 905 | 16 | Student's Local/Temporary Address City<br>The student's local/temporary address city<br>Student's local/temporary address is not required | 0-9<br>Uppercase A-Z<br>, (Comma)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>Can be blank<br>If the temporary city is more 16 bytes, the value will be truncated to 16 bytes. | Left |
| 139 | 906 | 907 | 2 | Student's Temporary Address State/Province Code<br>The state or province where the student temporarily resides | Uppercase A-Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in this section<br>Can be Blank<br>**If** the state/province is 3 bytes, the value will be truncated to 2 bytes. | Left |
| 140 | 908 | 916 | 9 | Student's Temporary Postal Code<br>The student's temporary postal code | 0-9<br>Space(s)<br>Last 4 digits can be blank<br>Can be blank<br>**If** the postal code is more than 9 bytes, the value will be truncated to 9 bytes. | Left |
| 141 | 917 | 917 | 1 | Dependency Status<br>The dependency status of the student | I = Independent<br>D = Dependent<br>This is the dependency status on file for this loan as submitted by the school or if not submitted by the school. The CPS status as provided by CPS | Left |
| 142 | 918 | 918 | 1 | Electronic MPN Indicator<br>Indicates whether the MPN is electronic or paper | Y = Electronic MPN<br>Blank = Paper MPN<br>Can be blank<br>Blank for PLUS loans 0203 and prior. | Left |

| Direct Loan Rebuild Origination Detail Record | | | | | | Import from COD System |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 143 | 919 | 920 | 2 | CPS Transaction Number<br>This data element denotes the transaction number submitted by the school from an eligible ISIR used to calculate this loan | Numeric<br>01-99 | Left |
| 144 | 921 | 925 | 5 | **0304 and forward:**<br>Endorser Amount (PLUS)<br>Total amount of a loan for which the endorser has agreed to cosign | Numeric>=0 for PLUS loans for program years 0304 and forward<br>Can be blank<br>Blank for subsidized and unsubsidized<br>pennies are truncated. Zero filled to the left of the dollar amount. | Right |
| 145 | 926 | 933 | 8 | MPN Expiration Date | Format is CCYYMMDD<br>Valid for 2007-2008 Award Year and forward | Date |
| 146 | 934 | 934 | 1 | Pre-Professional Coursework Indicator (PPCI) | Valid for 2007-2008 awards and forward:<br>'Y' = Yes<br>'N' = No<br>Can be blank | Left |
| 147 | 935 | 958 | 24 | Filler | For ED Use Only | Left |
| 148 | 959 | 966 | 8 | Loan Origination Date<br>The date the loan record was originated by the school | Format is CCYYMMDD | Date |
| 149 | 967 | 974 | 8 | Academic Year Start Date<br>The date the student's academic year starts at the school | Format is CCYYMMDD | Date |
| 150 | 975 | 982 | 8 | Academic Year End Date<br>The date the student's academic year ends at the school | Format is CCYYMMDD | Date |
| 151 | 983 | 983 | 1 | Health Professions (HPPA) flag<br>Indicates if the student in a Health Profession Program is eligible for an additional unsubsidized loan amount | Y = Yes<br>Can be blank<br>Unsubsidized only; always blank for subsidized and PLUS | Left |
| 152 | 984 | 984 | 1 | Disclosure Statement Print Code<br>Indicates whether the school or COD will print the Disclosure Statement<br>The party (school or COD) who is responsible for mailing the Disclosure Statement is also responsible for printing and mailing the Plain Language Disclosure | Y = COD prints and sends to Borrower<br>Blank = School prints<br>Blank for PLUS loans Program Year 03 and prior | Left |

| Direct Loan Rebuild Origination Detail Record | | | | | Import from COD System | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 153 | 985 | 1034 | 50 | Student's E-mail Address<br>The student's e-mail address | Alphanumeric<br>Upper and Lower Cases<br>' (Apostrophe)<br>- (Dash)<br>_ (Underscore)<br># (Number)<br>@ (At)<br>% (Percent or in care of)<br>& (Ampersand)<br>/ (Slash)<br>, (Comma)<br>Space(s)<br>Can be blank<br>**If** the email address on file is greater than 50 bytes, the value will be truncated to 50 bytes.<br>Any valid keyboard character including underscore; but not the pipe symbol or space. | Left |
| 154 | 1035 | 1035 | 1 | PLUS Credit Decision<br>The credit decision at COD for this loan | A = Accepted<br>D = Denied<br>P = Pending<br>Blank for Subsidized/Unsubsidized | Left |
| 155 | 1036 | 1036 | 1 | For PLUS awards 0203 and prior, the status of the PLUS Promissory Note at COD<br>**0304 and forward, all schools:**<br>Not applicable; blank | Blank for PLUS loans Program Year 04 and forward.<br>Always BLANK | Left |
| 156 | 1037 | 1037 | 1 | MPN Status Code<br>The status of the MPN on file at COD<br>**0203 and Prior, all schools:**<br>Not applicable; blank | A=Accepted<br>R= Rejected MPN or MPN not on file at COD<br>X=Pending<br>Blank for PLUS loans program year 0203 and prior. | Left |
| 157 | 1038 | 1038 | 1 | MPN Link Indicator<br>The Master Promissory Note indicator is used to indicate whether or not the loan has been linked to an MPN at COD<br>(For 2004-2005 award year and prior.) | Y = Loan has been linked to an MPN at COD<br>N = Loan is not linked to an MPN on file at COD<br>For Sub/Unsub loans<br>For PLUS loans Program Year 04 and forward | Left |
| 158 | 1039 | 1059 | 21 | Master Promissory Note Identification<br>The Master Promissory Note (MPN) Identifier printed on the Master Promissory Note linked to this loan | Student's Social Security Number: 001010001–999999998<br>MPN Indicator: M or N(PLUS)<br>Program Year: 10 (For 2009-2010)<br>School Code: X00000–X99999 where X = G or E<br>Loan Sequence Number: 001–999<br>Can be blank<br>For 2002-2003 PLUS Loans will be blank | |
| | | | 1059 | **Record Length** | | |

# Direct Loan Rebuild Disbursement Detail Record Layout

| Direct Loan Rebuild Disbursement Detail Record | | | | | Import from COD System | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 1 | 1 | Record Type<br>The type of record included in the file | D = Rebuild Disbursement Detail Record | Left |
| 2 | 2 | 22 | 21 | Financial Award ID<br>Unique award identifier | Student's Social Security Number:  001010001–999999998<br>Loan Type:  S = Subsidized<br>              U = Unsubsidized<br>              P = PLUS<br>Program Year:  10 (for 2009-2010)<br>School Code:  X00000–X99999 where X = G or E<br>Loan Sequence Number:  001–999 | Left |
| 3 | 23 | 24 | 2 | Disbursement Number<br>The disbursement number for the current disbursement transaction | 01–04 for PLUS<br>01–20 for Subsidized/Unsubsidized<br>Disbursement number 1 to 9 is zero filled to the left and is returned as 01 to 09 | Right |
| 4 | 25 | 25 | 1 | Not applicable | Always BLANK | Left |
| 5 | 26 | 33 | 8 | Disbursement Date<br>The date the disbursement (disbursement sequence number 01) was credited to school's account at the school or paid to the student | Format is CCYYMMDD | Date |
| 6 | 34 | 35 | 2 | Disbursement Sequence Number<br>The sequence number that determines the order in which this disbursement activity transaction is processed for a specific disbursement | 01–99<br>01-65 available for use by schools<br>66-99 reserved for system-generated disbursements and/or adjustments<br>Disbursement sequence numbers 1 to 9 are zero-filled to the left and are returned as 01 to 09<br>Disbursement sequence numbers are in order by chronology. | Right |
| 7 | 36 | 40 | 5 | Disbursement Amount<br>The actual gross amount (in dollars) of the disbursement | Numeric > 0  or = 0<br>Disbursement Activity field is blank.  However, Disbursement Adjustments that are either date changes only and Disbursement Adjustments that only change the sequence number = all zeros.<br>Pennies are truncated.  Zero filled to the left of the dollar amount. | Right |
| 8 | 41 | 45 | 5 | Disbursement Fee Amount<br>The actual loan fee (in dollars) associated with the disbursement | Numeric > 0  or = 0<br>Disbursement Activity field is blank.  However, Disbursement Adjustments that are either date changes only (Q for Phase-In) and Disbursement Adjustments that only change the sequence number = all zeros.<br>Pennies are truncated.  Zero filled to the left of the dollar amount. | Right |
| 9 | 46 | 50 | 5 | Interest Rebate Amount<br>The actual interest rebate amount for the disbursement | Full Participant:<br>Numeric > 0  or = 0<br>Disbursement Activity field is blank s.  However, Disbursement Adjustments that are either date changes only (Q for Phase-In) and Disbursement Adjustments that only change the sequence number = all zeros.<br>Pennies are truncated.  Zero filled to the left of the dollar amount. | Right |
| 10 | 51 | 55 | 5 | Disbursement Net Amount<br>The actual net amount (in dollars) of the disbursement | Numeric > 0  or = 0<br>Disbursement Activity field is blank.  However, Disbursement Adjustments that are either date changes only (Q for Phase-In) and Disbursement Adjustments that only change the sequence number = all zeros.<br>Pennies are truncated.  Zero filled to the left of the dollar amount. | Right |
| 11 | 56 | 61 | 6 | Not applicable; all zeros | Always all zeros | Right |

| Direct Loan Rebuild Disbursement Detail Record | | | | | | Import from COD System |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 12 | 62 | 84 | 23 | Document ID<br>The Rebuild Batch Number generated by COD | Batch Type = RB<br>Cycle Indicator = 0 (for 2009-2010)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 13 | 85 | 90 | 6 | School Code<br>Direct Loan School Code<br>Also identifies school originating loan record | X00000–X99999 where X = G or E | Left |
| 14 | 91 | 91 | 1 | First Disbursement Flag<br>Identifies the disbursement with the earliest disbursement date. | Y = First Disbursement<br>Can be blank | Left |
| 15 | 92 | 96 | 5 | COD's Total Net Booked Loan Amount for the First Disbursement<br>Total net disbursement amount of the first disbursement accepted and booked by COD for this loan | Numeric > = 0<br>Disbursement Activity Q = Blank<br>Disbursement Adjustments that only change the sequence number = Blank<br>Unbooked Loans = All zeros<br>Note: If the 1st Disbursement is adjusted the amount becomes the Total Net Booked Loan Amount for the 1st Disbursement.<br>Pennies are truncated. Zero filled to left of the dollar amount | Right |
| 16 | 97 | 104 | 8 | Booked Loan Date<br>The date the loan booked on COD | Format is CCYYMMDD<br>Disbursement Activity Q = Blank<br>Can be blank.<br>Unbooked loans = Blank. | Date |
| 17 | 105 | 112 | 8 | Not applicable | Always blank | Date |
| 18 | 113 | 113 | 1 | Disbursement Release Indicator<br>Indicates if a disbursement is an actual disbursement used to substantiate cash that has been drawn down or may lead to a change in the CFL | Y= true<br>N= false<br>Or blank | Left |
| 19 | 114 | 115 | 2 | Previous Disbursement Sequence Number<br>Previous Disbursement Sequence Number processed by COD prior to the processing of this disbursement transaction | 01-90<br>Can be blank<br>Previous disbursement sequence number 1 to 9 is zero filled to the left and is returned as 01 to 09<br>Previous disbursement sequence number is blank when disbursement sequence number is 01 | Left |
| 20 | 116 | 1059 | 944 | Filler | For ED Use Only | Left |
| | | | 1059 | Record Length | | |

## *Direct Loan Entrance Counseling File/Report*

Schools may request an Entrance Counseling File or Report on the Direct Loan Servicing web site to identify students who have completed entrance counseling.

### Business Rules

1. Borrower's Entrance Counseling results from the Direct Loan Servicing web site are available in an electronic file format.

2. Schools can choose to receive this optional report daily, weekly, or monthly.  The default frequency option is monthly.

3. Schools can choose from the following file formats:

   a.  Comma-Delimited (message class `DECCENOP`)

   b.  Fixed-length with Header and Trailer (message class `DECFENOP`)

   c.  Pre-formatted report (message class `DECPENOP`)

4. The default file format is fixed-length file.

### Record Layout

| Direct Loan Entrance Counseling File/Report Layout | | | | | Import from Direct Loan Servicing Center | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 9 | 9 | Borrower's Social Security Number<br>The borrower's current Social Security Number | 001010001–999999998 | Right |
| 2 | 10 | 17 | 8 | Borrower's Date of Birth<br>The borrower's date of birth | Format is CCYYMMDD | Date |
| 3 | 18 | 33 | 16 | Borrower's Last Name<br>The borrower's last name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A–Z in the first position | Left |
| 4 | 34 | 45 | 12 | Borrower's First Name<br>The borrower's first name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position | Left |
| 5 | 46 | 46 | 1 | Borrower's Middle Initial | Uppercase A–Z<br>Can be blank | Left |
| 6 | 47 | 54 | 8 | Completion Date<br>Date that Entrance Counseling was completed. | Format is CCYYMMDD | Date |
| 7 | 55 | 60 | 6 | Completion Time<br>Time that Entrance Counseling was completed. | 000000–235959<br>Format is HHMMSS<br>HH =  00–23<br>MM =  00–59<br>SS =  00–59 | Right |

| Direct Loan Entrance Counseling File/Report Layout | | | | | Import from Direct Loan Servicing Center | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 8 | 61 | 61 | 1 | Rights and Responsibilities Acknowledgement<br>Indicator for whether rights and responsibilities have been acknowledged by the borrower. | Y = Yes<br>N = No | Left |
| 9 | 62 | 62 | 1 | Counseling Type Indicator | S = Stafford<br>P = Grad PLUS | Left |
| 10 | 63 | 80 | 18 | Filler | For ED Use Only | Left |
| | | | **80** | **Record Length** | | |

## *Direct Loan Exit Counseling File/Report*

Schools may request an Exit Counseling File or Report to identify students who have completed exit counseling on the Direct Loan Servicing web site.

### Business Rules

1. Borrower's Exit Counseling results from the Direct Loan Servicing web site are available in an electronic file or downloadable format.

2. Schools can choose to receive this optional report daily, weekly, or monthly. The default frequency option is monthly.

3. Schools can choose from the following file formats:

    a. ASCII-delimited (message class `DLCMEXOP`)

    b. Fixed-length with Header and Trailer (message class `DLFFEXOP`)

    c. Pre-formatted report (message class `DLFMEXOP`)

### Record Layout

| Direct Loan Exit Counseling File/Report Layout | | | | | Import from Direct Loan Servicing Center | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 9 | 9 | Borrower's Social Security Number<br>The borrower's current Social Security Number | 001010001–999999998 | Right |
| 2 | 10 | 17 | 8 | Borrower's Date of Birth<br>The borrower's date of birth | Format is CCYYMMDD | Date |
| 3 | 18 | 33 | 16 | Borrower's Last Name<br>The borrower's last name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A–Z in the first position | Left |
| 4 | 34 | 45 | 12 | Borrower's First Name<br>The borrower's first name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position | Left |
| 5 | 46 | 46 | 1 | Borrower's Middle Initial | Uppercase A–Z<br>Can be blank | Left |
| 6 | 47 | 54 | 8 | Exit Counseling Completion Date | Format is CCYYMMDD | Date |
| 7 | 55 | 62 | 8 | Exit Counseling Completion Time | Format is HHMMSSNN<br>HH = 00–23<br>MM = 00–59<br>SS = 00–59<br>NN = 00–99 | Time |

| Direct Loan Exit Counseling File/Report Layout | | | | | Import from Direct Loan Servicing Center | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 8 | 63 | 65 | 3 | Borrower's Acknowledgement of Rights and Responsibilities<br>Indicator for whether rights and responsibilities have been acknowledged by the borrower. | Yes or No | Left |
| 9 | 66 | 90 | 25 | Borrower's Current Street Address Line 1 | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 10 | 91 | 115 | 25 | Borrower's Current Street Address Line 2 | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 11 | 116 | 131 | 16 | Borrower's Current Address City | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 12 | 132 | 133 | 2 | Borrower's Current Address State Code | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1 | Left |
| 13 | 134 | 142 | 9 | Borrower's Current Address Zip Code | 0-9<br>Spaces<br>Last 4 digits may be blank | Left |
| 14 | 143 | 152 | 10 | Borrower's Current Home Telephone Number | 0-9<br>May be blank | Left |
| 15 | 153 | 154 | 2 | Borrower's Driver's License State Code | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 4<br>May also be blank | Left |

| Direct Loan Exit Counseling File/Report Layout | | | | | Import from Direct Loan Servicing Center | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 16 | 155 | 174 | 20 | Borrower's Driver's License Number | 0-9<br>Uppercase A-Z<br>-(Dash)<br>*(Asterisk)<br>May be blank | Left |
| 17 | 175 | 199 | 25 | Employer's Name | 0-9<br>Uppercase A-Z<br>.(Period)<br>-(Dash)<br>*(Asterisk)<br>May be blank | Left |
| 18 | 200 | 224 | 25 | Employer's Street Address Line 1 | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>#(Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 19 | 225 | 249 | 25 | Employer's Street Address Line 2 | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 20 | 250 | 265 | 16 | Employer's City | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 21 | 266 | 267 | 2 | Employer's State Code | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 4 | Left |
| 22 | 268 | 276 | 9 | Employer's Zip Code | 0-9<br>Spaces<br>Last 4 digits may be blank | Left |
| 23 | 277 | 286 | 10 | Employer's Telephone Number | 0-9<br>May be blank | Left |

| Direct Loan Exit Counseling File/Report Layout | | | | | Import from Direct Loan Servicing Center | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 24 | 287 | 311 | 25 | Reference Name-1 | Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position | Left |
| 25 | 312 | 336 | 25 | Reference 1 - Street Address Line 1 | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 26 | 337 | 361 | 25 | Reference 1- Street Address Line 2 | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 27 | 362 | 377 | 16 | Reference 1- City | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 28 | 378 | 379 | 2 | Reference 1-State Code | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 4 | Left |
| 29 | 380 | 388 | 9 | Reference 1- Zip Code | 0-9<br>Spaces<br>Last 4 digits may be blank | Left |
| 30 | 389 | 398 | 10 | Reference 1- Telephone Number | 0-9<br>May be blank | Left |
| 31 | 399 | 423 | 25 | Reference Name-2 | Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position | Left |

| Direct Loan Exit Counseling File/Report Layout | | | | | Import from Direct Loan Servicing Center | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 32 | 424 | 448 | 25 | Reference 2- Street Address Line 1 | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 33 | 449 | 473 | 25 | Reference 2- Street Address Line 2 | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 34 | 474 | 489 | 16 | Reference 2- City | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 35 | 490 | 491 | 2 | Reference 2-State Code | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 4 | Left |
| 36 | 492 | 500 | 9 | Reference 2- Zip Code | 0-9<br>Spaces<br>Last 4 digits may be blank | Left |
| 37 | 501 | 510 | 10 | Reference 2- Telephone Number | 0-9<br>May be blank | Left |
| 38 | 511 | 535 | 25 | Next of Kin- Name | Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position | Left |

| Direct Loan Exit Counseling File/Report Layout | | | | | Import from Direct Loan Servicing Center | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 39 | 536 | 560 | 25 | Next Of Kin- Street Address Line 1 | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 40 | 561 | 585 | 25 | Next Of Kin- Street Address Line 2 | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 41 | 586 | 601 | 16 | Next of Kin- City | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |
| 42 | 602 | 603 | 2 | Next of Kin- State Code | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 4 | Left |
| 43 | 604 | 612 | 9 | Next of Kin- Zip Code | 0-9<br>Spaces<br>Last 4 digits may be blank | Left |
| 44 | 613 | 622 | 10 | Next of Kin- Telephone Number | 0-9<br>May be blank | Left |
| 45 | 623 | 647 | 25 | Borrower's Permanent Street Address Line 1 | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | Left |

| Direct Loan Exit Counseling File/Report Layout | | | | | Import from Direct Loan Servicing Center | | |
|---|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | | Justify |
| 46 | 648 | 672 | 25 | Borrower's Permanent Street Address Line 2 | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | | Left |
| 47 | 673 | 688 | 16 | Borrower's Permanent Address City | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Spaces | | Left |
| 48 | 689 | 690 | 2 | Borrower's Permanent Address State Code | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 4 | | Left |
| 49 | 691 | 699 | 9 | Borrower's Permanent Zip Code | 0-9<br>Spaces<br>Last 4 digits may be blank | | Left |
| 50 | 700 | 709 | 10 | Borrower's Permanent Telephone Number | 0-9<br>May be blank | | Left |
| 51 | 710 | 710 | 1 | Borrower's Rights and Responsibilities Media Type | P = Paper<br>E = Electronic | | Left |
| | | **710** | | **Record Length** | | | |

## *Direct Loan Delinquent Borrower Report*

The Delinquent Borrower Report indicates delinquent borrowers who are at least 31 days delinquent in making their loan payments.

### Business Rules

1.  The Delinquent Borrower Report is available in the following file formats:

    a.  Data format (message class `DQBDDQOP`)

    b.  Pre-formatted report (message class `ED04DQOP`)

2.  The report is printed in portrait and lists four borrowers on a page.

### Detail Report Layout

| Direct Loan Delinquent Borrower Detail Report Layout | | | | | | Data Format |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Type | Field Name | Valid Field Content |
| 1 | 1 | 6 | 6 | A/N | Direct Loan School Code | Gnnnnn or Ennnnn |
| 2 | 7 | 10 | 4 | A/N | Record Type | DETL=Detail |
| 3 | 11 | 18 | 8 | N | As of Date | MMDDCCYY |
| 4 | 19 | 27 | 9 | N | Borrower SSN | |
| 5 | 28 | 35 | 8 | N | Borrower Date of Birth | MMDDCCYY |
| 6 | 36 | 65 | 30 | A/N | Borrowers Last Name | |
| 7 | 66 | 95 | 30 | A/N | Borrowers First Name | |
| 8 | 96 | 96 | 1 | A/N | Borrowers Middle Initial | |
| **9** | 97 | 107 | 11 | N | Past Due Amount | Includes Pennies |
| 10 | 108 | 111 | 4 | N | Days Delinquent | |
| 11 | 112 | 119 | 8 | N | Delinquent Date | MMDDCCYY |
| 12 | 120 | 130 | 11 | N | Loan Amount | Includes Pennies |
| 13 | 131 | 141 | 11 | N | Monthly Payment Amount | Includes Pennies |
| 14 | 142 | 149 | 8 | N | Academic Completion Date | MMDDCCYY |
| 15 | 150 | 179 | 30 | A/N | Address Line 1 | |
| 16 | 180 | 209 | 30 | A/N | Address Line 2 | |
| 17 | 210 | 234 | 25 | A/N | City | |
| 18 | 235 | 236 | 2 | A | State Abbreviation | |
| 19 | 237 | 250 | 14 | A/N | Zip Code | |
| 20 | 251 | 275 | 25 | A/N | Country | |
| 21 | 276 | 276 | 1 | A | Address Condition | G=Good<br>R=Returned<br>B=Bad |
| 22 | 277 | 286 | 10 | A/N | Borrower's Residence Phone | |
| 23 | 287 | 296 | 10 | A/N | Borrower's Business Phone | |
| 24 | 297 | 304 | 8 | N | Grace End Date | MMDDCCYY |

| Direct Loan Delinquent Borrower Detail Report Layout | | | | | | Data Format |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Type | Field Name | Valid Field Content |
| 25 | 305 | 314 | 10 | A | Borrower Status | Delinquent<br>Defaulted |
| 26 | 315 | 316 | 2 | A | Repayment Option | FF = Fixed Payment<br>FE = Fixed Payment Extended Term<br>GR = Graduated Payment<br>IC = Income Contingent<br>NR = Not in Repayment<br>SP = Special Plan<br>SF = Alternate Plan Fixed Payment<br>SG = Alternate Plan Graduated<br>SN = Alternate Plan Fixed Term<br>ST = Alternate Plan, Negative Amortization |
| 27 | 317 | 320 | 4 | N | Location Code | 0101 |
| 28 | 321 | 350 | 30 | A/N | Location Name | DLSC – Utica |
| 29 | 351 | 360 | 10 | N | Location Phone Number | 8008480979 |
| 30 | 361 | 486 | 126 | A/N | Filler | |
| | | | 486 | | Record Length | |

## Privacy Act Warning Record Layout

| Privacy Act Warning Record Layout | | | | | | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Type | Field Name | Valid Field Content |
| 1 | 1 | 6 | 6 | A/N | Direct Loan School Code | Gnnnnn or Ennnnn |
| 2 | 7 | 10 | 4 | A/N | Record Type | PRVC = Privacy Act |
| 3 | 11 | 18 | 8 | N | As of Date | MMDDCCYY |
| 4 | 19 | 108 | 90 | A/N | Privacy Act Warning | The information included in these transactions is protected under the Privacy Act of 1974 |
| 5 | 109 | 486 | 378 | A/N | Filler | |
| | | | 486 | | Record Length | |

| Privacy Act Warning Record Layout | | | | | | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Type | Field Name | Valid Field Content |
| 1 | 1 | 6 | 6 | A/N | Direct Loan School Code | Gnnnnn or Ennnnn |
| 2 | 7 | 10 | 4 | A/N | Record Type | PRVC = Privacy Act |
| 3 | 11 | 18 | 8 | N | As of Date | MMDDCCYY |
| 4 | 19 | 22 | 4 | N | Non Reporting Location ID | 0101 |
| 5 | 23 | 52 | 30 | A/N | Non Reporting Location Name | DLSC – Utica |
| 6 | 53 | 62 | 10 | A/N | Borrower Services Phone Number | 8008480979 |
| 7 | 63 | 486 | 424 | A/N | Filler | |
| | | | 486 | | Record Length | |

## Stafford Summary Record Layout

| Field # | Start | End | Len | Type | Field Name | Valid Field Content |
|---|---|---|---|---|---|---|
| 1 | 1 | 6 | 6 | A/N | Direct Loan School Code | Gnnnnn or Ennnnn |
| 2 | 7 | 10 | 4 | A/N | Record Type | STTL = School Total |
| 3 | 11 | 18 | 8 | N | As of Date | MMDDCCYY |
| 4 | 19 | 27 | 9 | N | Stafford Borrowers count 31-60 days delinquent | |
| 5 | 28 | 40 | 13 | N | Stafford Amount Past Due 31-60 days delinquent | Includes Pennies |
| 6 | 41 | 54 | 14 | N | Stafford Original Loan Amount 31-60 days delinquent | Includes Pennies |
| 7 | 55 | 63 | 9 | N | Stafford Borrowers count 61-90 days delinquent | |
| 8 | 64 | 76 | 13 | N | Stafford Amount Past Due 61-90 days delinquent | Includes Pennies |
| 9 | 77 | 90 | 14 | N | Stafford Original Loan Amount 61-90 days delinquent | Includes Pennies |
| 10 | 91 | 99 | 9 | N | Stafford Borrowers count 91-120 days delinquent | |
| 11 | 100 | 112 | 13 | N | Stafford Amount Past Due 91-120 days delinquent | Includes Pennies |
| 12 | 113 | 126 | 14 | N | Stafford Original Loan Amount 91-120 days delinquent | Includes Pennies |
| 13 | 127 | 135 | 9 | N | Stafford Borrowers count 121-150 days delinquent | |
| 14 | 136 | 148 | 13 | N | Stafford Amount Past Due 121-150 days delinquent | Includes Pennies |
| 15 | 149 | 162 | 14 | N | Stafford Original Loan Amount 121-150 days delinquent | Includes Pennies |
| 16 | 163 | 171 | 9 | N | Stafford Borrowers Count 151-180 days delinquent | |
| 17 | 172 | 184 | 13 | N | Stafford Amount Past Due 151-180 days delinquent | Includes Pennies |
| 18 | 185 | 198 | 14 | N | Stafford Original Loan Amount 151-180 delinquent | Includes Pennies |
| 19 | 199 | 207 | 9 | N | Stafford Borrowers count 181-210 days delinquent | |
| 20 | 208 | 220 | 13 | N | Stafford Amount Past Due 181-210 days delinquent | Includes Pennies |
| 21 | 221 | 234 | 14 | N | Stafford Original Loan Amount 181-210 days delinquent | Includes Pennies |
| 22 | 235 | 243 | 9 | N | Stafford Borrowers Count 211-240 days delinquent | |
| 23 | 244 | 256 | 13 | N | Stafford Amount Past Due 211-240 days delinquent | Includes Pennies |
| 24 | 257 | 270 | 14 | N | Stafford Original Loan Amount 211-240 days delinquent | Includes Pennies |
| 25 | 271 | 279 | 9 | N | Stafford Borrowers Count 241-270 days delinquent | |
| 26 | 280 | 292 | 13 | N | Stafford Amount Past Due 241-270 days delinquent | Includes Pennies |
| 27 | 293 | 306 | 14 | N | Stafford Original Loan Amount 241-270 days delinquent | Includes Pennies |
| 28 | 307 | 315 | 9 | N | Stafford Borrowers Count 271-360 days delinquent | |
| 29 | 316 | 328 | 13 | N | Stafford Amount Past Due 271-360 days delinquent | Includes Pennies |
| 30 | 329 | 342 | 14 | N | Stafford Original Loan Amount 271-360 days delinquent | Includes Pennies |
| 31 | 343 | 351 | 9 | N | Stafford Borrowers Count Monthly Total | |
| 32 | 352 | 364 | 13 | N | Stafford Borrowers Past Due Amount Monthly Total | Includes Pennies |
| 33 | 365 | 378 | 14 | N | Stafford Borrowers Original Loan Amount Monthly Total | Includes Pennies |
| 34 | 379 | 387 | 9 | N | Stafford Borrowers Count Defaulted this month | |
| 35 | 388 | 400 | 13 | N | Zeroes | |

| Stafford Summary Record Layout | | | | | | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Type | Field Name | Valid Field Content |
| 36 | 401 | 414 | 14 | N | Zeroes | |
| 37 | 415 | 423 | 9 | | Stafford Borrowers Count Defaulted Calendar YTD | |
| 38 | 424 | 436 | 13 | N | Zeroes | |
| 39 | 437 | 450 | 14 | N | Zeroes | |
| 40 | 451 | 486 | 36 | N | Filler | |
| | | | **486** | | **Record Length** | |

# In-School Consolidation Summary Record Layout

| In-School Consolidation Summary Record Layout | | | | | | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Type | Field Name | Valid Field Content |
| 1 | 1 | 6 | 6 | A/N | Direct Loan School Code | Gnnnnn or Ennnnn |
| 2 | 7 | 10 | 4 | A/N | Record Type | CTTL = School In-School Total |
| 3 | 11 | 18 | 8 | N | As of Date | MMDDCCYY |
| 4 | 19 | 27 | 9 | N | In-School Borrowers count 31-60 days delinquent | |
| 5 | 28 | 40 | 13 | N | In-School Amount Past Due 31-60 days delinquent | Includes Pennies |
| 6 | 41 | 54 | 14 | N | In-School Original Loan Amount 31-60 days delinquent | Includes Pennies |
| 7 | 55 | 63 | 9 | N | In-School Borrowers count 61-90 days delinquent | |
| 8 | 64 | 76 | 13 | N | In-School Amount Past Due 61-90 days delinquent | Includes Pennies |
| 9 | 77 | 90 | 14 | N | In-School Original Loan Amount 61-90 days delinquent | Includes Pennies |
| 10 | 91 | 99 | 9 | N | In-School Borrowers count 91-120 days delinquent | |
| 11 | 100 | 112 | 13 | N | In-School Amount Past Due 91-120 days delinquent | Includes Pennies |
| 12 | 113 | 126 | 14 | N | In-School Original Loan Amount 91-120 days delinquent | Includes Pennies |
| 13 | 127 | 135 | 9 | N | In-School Borrowers count 121-150 days delinquent | |
| 14 | 136 | 148 | 13 | N | In-School Amount Past Due 121-150 days delinquent | Includes Pennies |
| 15 | 149 | 162 | 14 | N | In-School Original Loan Amount 121-150 days delinquent | Includes Pennies |
| 16 | 163 | 171 | 9 | N | In-School Borrowers Count 151-180 days delinquent | |
| 17 | 172 | 184 | 13 | N | In-School Amount Past Due 151-180 days delinquent | Includes Pennies |
| 18 | 185 | 198 | 14 | N | In-School Original Loan Amount 151-180 delinquent | Includes Pennies |
| 19 | 199 | 207 | 9 | N | In-School Borrowers count 181-210 days delinquent | |
| 20 | 208 | 220 | 13 | N | In-School Amount Past Due 181-210 days delinquent | Includes Pennies |
| 21 | 221 | 234 | 14 | N | In-School Original Loan Amount 181-210 days delinquent | Includes Pennies |
| 22 | 235 | 243 | 9 | N | In-School Borrowers Count 211-240 days delinquent | |
| 23 | 244 | 256 | 13 | N | In-School Amount Past Due 211-240 days delinquent | Includes Pennies |
| 24 | 257 | 270 | 14 | N | In-School Original Loan Amount 211-240 days delinquent | Includes Pennies |
| 25 | 271 | 279 | 9 | N | In-School Borrowers Count 241-270 days delinquent | |
| 26 | 280 | 292 | 13 | N | In-School Amount Past Due 241-270 days delinquent | Includes Pennies |
| 27 | 293 | 306 | 14 | N | In-School Original Loan Amount 241-270 days delinquent | Includes Pennies |

| In-School Consolidation Summary Record Layout | | | | | | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Type | Field Name | Valid Field Content |
| 28 | 307 | 315 | 9 | N | In-School Borrowers Count 271-360 days delinquent | |
| 29 | 316 | 328 | 13 | N | In-School Amount Past Due 271-360 days delinquent | Includes Pennies |
| 30 | 329 | 342 | 14 | N | In-School Original Loan Amount 271-360 days delinquent | Includes Pennies |
| 31 | 343 | 351 | 9 | N | In-School Borrowers Count Monthly Total | |
| 32 | 352 | 364 | 13 | N | In-School Borrowers Past Due Amount Monthly Total | Includes Pennies |
| 33 | 365 | 378 | 14 | N | In-School Borrowers Original Loan Amount Monthly Total | Includes Pennies |
| 34 | 379 | 387 | 9 | N | In-School Borrowers Count Defaulted this month | |
| 35 | 388 | 400 | 13 | N | Zeroes | |
| 36 | 401 | 414 | 14 | N | Zeroes | |
| 37 | 415 | 423 | 9 | | In-School Borrowers Count Defaulted Calendar YTD | |
| 38 | 424 | 436 | 13 | N | Zeroes | |
| 39 | 437 | 450 | 14 | N | Zeroes | |
| 40 | 451 | 486 | 36 | N | Filler | |
| | | | 486 | | **Record Length** | |

## All Borrowers Summary Record Layout

| All Borrowers Summary Record Layout | | | | | | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Type | Field Name | Valid Field Content |
| 1 | 1 | 6 | 6 | A/N | Direct Loan School Code | Gnnnnn or Ennnnn |
| 2 | 7 | 10 | 4 | A/N | Record Type | ATTL=School All Borrowers Total |
| 3 | 11 | 18 | 8 | N | As of Date | MMDDCCYY |
| 4 | 19 | 27 | 9 | N | All Borrowers count 31-60 days delinquent | |
| 5 | 28 | 40 | 13 | N | All Borrowers Amount Past Due 31-60 days delinquent | Includes Pennies |
| 6 | 41 | 54 | 14 | N | All Borrowers Original Loan Amount 31-60 days delinquent | Includes Pennies |
| 7 | 55 | 63 | 9 | N | All Borrowers count 61-90 days delinquent | |
| 8 | 64 | 76 | 13 | N | All Borrowers Amount Past Due 61-90 days delinquent | Includes Pennies |
| 9 | 77 | 90 | 14 | N | All Borrowers Original Loan Amount 61-90 days delinquent | Includes Pennies |
| 10 | 91 | 99 | 9 | N | All Borrowers count 91-120 days delinquent | |
| 11 | 100 | 112 | 13 | N | All Borrowers Amount Past Due 91-120 days delinquent | Includes Pennies |
| 12 | 113 | 126 | 14 | N | All Borrowers Original Loan Amount 91-120 days delinquent | Includes Pennies |
| 13 | 127 | 135 | 9 | N | All Borrowers count 121-150 days delinquent | |
| 14 | 136 | 148 | 13 | N | All Borrowers Amount Past Due 121-150 days delinquent | Includes Pennies |
| 15 | 149 | 162 | 14 | N | All Borrowers Original Loan Amount 121-150 days delinquent | Includes Pennies |
| 16 | 163 | 171 | 9 | N | All Borrowers Count 151-180 days delinquent | |
| 17 | 172 | 184 | 13 | N | All Borrowers Amount Past Due 151-180 days delinquent | Includes Pennies |
| 18 | 185 | 198 | 14 | N | All Borrowers Original Loan Amount 151-180 delinquent | Includes Pennies |
| 19 | 199 | 207 | 9 | N | All Borrowers count 181-210 days delinquent | |

| All Borrowers Summary Record Layout | | | | | | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Type | Field Name | Valid Field Content |
| 20 | 208 | 220 | 13 | N | All Borrowers Amount Past Due 181-210 days delinquent | Includes Pennies |
| 21 | 221 | 234 | 14 | N | All Borrowers Original Loan Amount 181-210 days delinquent | Includes Pennies |
| 22 | 235 | 243 | 9 | N | All Borrowers Count 211-240 days delinquent | |
| 23 | 244 | 256 | 13 | N | All Borrowers Amount Past Due 211-240 days delinquent | Includes Pennies |
| 24 | 257 | 270 | 14 | N | All Borrowers Original Loan Amount 211-240 days delinquent | Includes Pennies |
| 25 | 271 | 279 | 9 | N | All Borrowers Count 241-270 days delinquent | |
| 26 | 280 | 292 | 13 | N | All Borrowers Amount Past Due 241-270 days delinquent | Includes Pennies |
| 27 | 293 | 306 | 14 | N | All Borrowers Original Loan Amount 241-270 days delinquent | Includes Pennies |
| 28 | 307 | 315 | 9 | N | All Borrowers Count 271-360 days delinquent | |
| 29 | 316 | 328 | 13 | N | All Borrowers Amount Past Due 271-360 days delinquent | Includes Pennies |
| 30 | 329 | 342 | 14 | N | All Borrowers Original Loan Amount 271-360 days delinquent | Includes Pennies |
| 31 | 343 | 351 | 9 | N | All Borrowers Count Monthly Total | |
| 32 | 352 | 364 | 13 | N | All Borrowers Past Due Amount Monthly Total | Includes Pennies |
| 33 | 365 | 378 | 14 | N | All Borrowers Original Loan Amount Monthly Total | Includes Pennies |
| 34 | 379 | 387 | 9 | N | All Borrowers Count Defaulted this month | |
| 35 | 388 | 400 | 13 | N | Zeroes | |
| 36 | 401 | 414 | 14 | N | Zeroes | |
| 37 | 415 | 423 | 9 | | All Borrowers Count Defaulted Calendar YTD | |
| 38 | 424 | 436 | 13 | N | Zeroes | |
| 39 | 437 | 450 | 14 | N | Zeroes | |
| 40 | 451 | 486 | 36 | N | Filler | |
| | | | 486 | | **Record Length** | |

## *Direct Loan MPN Discharge Report*

The MPN Discharge Report contains data on MPNs that have become inactive within the last 30 days due to discharges for Death, Unauthorized Signature or Identity Theft.

This report can be used to

- Identify when a new MPN is needed for an award at your school.

  o If an MPN has been made inactive due to a discharge, it cannot be used for additional awards. If you expect to award and disburse additional funds to the affected borrower or student, verify that the individual is still eligible and obtain a new, signed promissory note.

### Business Rules

1. The MPN Discharge Report is sorted in the following order (with each field listed in ascending order):

   a. Last Name

   b. First Name

   c. Middle Initial

   d. SSN, and then

   e. DOB

2. The MPN Discharge Report is available via SAIG in the following formats, which can be selected via the COD website Report Selection screen under the "School" menu:

   a. Fixed-Length (default)

   b. Pipe-delimited

   c. Comma-delimited

> **Format Options**
> Previous versions of this report will also be available on the COD web site.

3. The MPN Discharge Report is available via the COD web in only comma-delimited format.

4. The MPN Discharge Report (all format types) is sent from the COD System with non-award year specific message class MPNDISOP.

5. The MPN Discharge Report is transmitted to the Reporting School's SAIG mailbox and Newsbox on a weekly basis.

6. The MPN Discharge Report is transmitted to the following Attended School's Web Newsbox on a weekly basis:

   a. All Attended Schools with loans linked to the MPNs in the report.

   b. All Attended Schools that created the MPNs listed in the report regardless of whether or not an award was linked to the MPN.

7. Although the MPN Discharge Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

# Fixed-Length Record Layout

| Direct Loan MPN Discharge Report Detail Record Layout | | | | | | Fixed-Length Record Layout | |
|---|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | | Justify |
| 1 | 1 | 16 | 16 | Borrower Last Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br><br>If the last name is more than 16 bytes, the value will be truncated to 16 bytes | | Left |
| 2 | 17 | 28 | 12 | Borrower First Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) | | Left |
| 3 | 29 | 29 | 1 | Borrower Middle Initial | Uppercase A-Z<br>Can be blank | | Left |
| 4 | 30 | 38 | 9 | Borrower Social Security Number (SSN) | 001010001–999999998 | | Right |
| 5 | 39 | 46 | 8 | Borrower Date of Birth (DOB) | Format is CCYYMMDD | | Date |
| 6 | 47 | 67 | 21 | MPN ID | 123456789M10G12345001<br><br>21-character MPN ID of the MPN made inactive due to discharge<br><br>The components of the MPN ID are:<br>Person's SSN:<br>001010001–999999998<br>MPN Indicator<br>Program Year: 10 (for 2009-2010)<br>Direct Loan School Code:<br>      X00000-X99999<br>  where X = G or E<br>Loan Sequence Number:  001-999 | | Left |
| 7 | 68 | 75 | 8 | Expiration Date | Format is CCYYMMDD | | Date |
| 8 | 76 | 76 | 1 | Reason Code | D = Inactive Due to Death<br>G = Inactive Due to Unauthorized Signature<br>I = Identity Theft | | Left |
| 9 | 77 | 146 | 70 | Reason Description | Inactive Due to Death<br>Inactive Due to Unauthorized Signature<br>Inactive Due to Identity Theft | | Left |
| | | | 146 | Record Length | | | |

# Comma-Delimited Record Layout

The comma and pipe-delimited reports have required header information and column headings prior to the detail records.

## *Heading Information*

| Direct Loan MPN Discharge Report Heading Information | | Comma-Delimited Record Layout |
| --- | --- | --- |
| Line | Field Name and Description | Valid Field Content |
| 1 | U.S. Department of Education | U.S. DEPARTMENT OF EDUCATION |
| 2 | Report Name | MPN DISCHARGE REPORT |
| 3 | Borrower Last Name | LAST NAME |
| | Borrower First Name | FIRST NAME |
| | Borrower Middle Initial | MIDDLE INITIAL |
| | Borrower Social Security Number (SSN) | SSN |
| | Borrower Date of Birth (DOB) | DOB |
| | Master Promissory Note ID | MPN ID |
| | Master Promissory Note Expiration Date | EXPIRATION DATE |
| | Expiration Reason Code | MPN STATUS |
| | Expiration Reason Description | MPN EXPIRATION STATUS |

## *Detail Record*

| Direct Loan MPN Discharge Report Detail Record | | Comma-Delimited Record Layout |
| --- | --- | --- |
| Column | Field Name and Description | Valid Field Content |
| A | Borrower Last Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| B | Borrower First Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Borrower Middle Initial | Uppercase A-Z<br>Can be blank |
| Comma | Delimiter | , |
| D | Borrower Social Security Number (SSN) | 001010001–999999998 |
| Comma | Delimiter | , |
| E | Borrower Date of Birth (DOB) | Format is CCYYMMDD |
| Comma | Delimiter | , |

| Direct Loan MPN Discharge Report<br>Detail Record | | Comma-Delimited Record Layout |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| F | MPN ID | 123456789M10G12345001<br><br>21-character MPN ID of the MPN made inactive due to discharge<br><br>The components of the MPN ID are:<br>Person's SSN:  001010001–999999998<br>MPN Indicator<br>Program Year: 10 (for 2009-2010)<br>Direct Loan School Code:  X00000-X99999<br> where X = G or E<br>Loan Sequence Number:  001-999 |
| Comma | Delimiter | , |
| G | Expiration Date | Format is CCYYMMDD |
| Comma | Delimiter | , |
| H | Expiration Reason Code | D = Inactive Due to Death<br>G = Inactive Due to Unauthorized Signature<br>I = Inactive Due to Identity Theft |
| Comma | Delimiter | , |
| I | Expiration Reason Description | Inactive Due to Death<br>Inactive Due to Unauthorized Signature<br>Inactive Due to Identity Theft |

## Pipe-Delimited Record Layout

The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

## *Direct Loan Expired MPN Report*

The Expired MPN Report contains data on MPNs that have expired (become inactive) within the last 30 days due to any of the following reasons:

- No awards linked within a year of the date of receipt

- No actual disbursements on a linked award within a year of the date of receipt

- 10 years passing since the date of receipt

- A PLUS loan linked with an Endorser.

MPNs will not appear on the Expired MPN Report if they have expired due to Disbursement inactivity more than 30 days prior to the date of the report generation.

This report can be used to:

- Identify when a new MPN may be needed for an award at your school

    o If an MPN has expired, you cannot use that MPN to link to a new, unlinked award at your school that will be disbursed after the expiration date.  You must obtain a new, signed promissory note to book additional loans.

    o If an MPN has expired that is already linked to an award at your school, no further action is necessary for that award.  Any disbursements made to the linked award will book using the existing promissory note.

### Business Rules

1. The Expired MPN Report is sorted in the following order (with each field listed in ascending order):

    a. Last Name

    b. First Name

    c. Middle Initial

    d. SSN, and then

    e. DOB

**Name Display**
This report will not display the last name and middle initial, and will truncate all but the first two characters of the first name of borrowers who have not been established on the COD system.

2. The Expired MPN Report is available via SAIG in the following formats, which can be selected via the COD website Report Selection screen under the "School" menu:

    a. Fixed-length (default)

    b. Pipe-delimited

    c. Comma-delimited

**Format Options**
Previous versions of this report will also be available on the COD web site.

3. The Expired MPN Report is available via the COD web in only comma-delimited format.

4. The Expired MPN Report (all format types) is sent from the COD System with non-award year specific message class `MPNINAOP`.

5. The Expired MPN Report is transmitted to the Reporting School's SAIG mailbox and Newsbox on a weekly basis.

6. The Expired MPN Report is transmitted to the following Attended School's Newsbox on a weekly basis:

a. All Attended Schools with loans linked to the MPNs in the report.

b. All Attended Schools that created the MPNs listed in the report regardless of whether or not an award was linked to the MPN.

7. Although the Expired MPN Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

## Fixed-Length Record Layout

| Expired Direct Loan MPN Report Detail Record Layout | | | | | | Fixed-Length Record Layout |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 16 | 16 | Borrower Last Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br><br>If the last name is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 2 | 17 | 28 | 12 | Borrower First Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) | Left |
| 3 | 29 | 29 | 1 | Borrower Middle Initial | Uppercase A-Z<br>Can be blank | Left |
| 4 | 30 | 38 | 9 | Borrower Social Security Number (SSN) | 001010001–999999998 | Right |
| 5 | 39 | 46 | 8 | Borrower Date of Birth (DOB) | Format is CCYYMMDD | Date |
| 6 | 47 | 67 | 21 | MPN ID | 123456789M10G12345001<br>21-character MPN ID of the expired MPN<br><br>The components of the MPN ID are:<br>Person's SSN:<br>001010001–999999998<br>MPN Indicator<br>Program Year: 10 (for 2009-2010)<br>Direct Loan School Code:<br>      X00000-X99999<br>  where X = G or E<br>Loan Sequence Number:  001-999 | Left |
| 7 | 68 | 75 | 8 | Expiration Date | Format is CCYYMMDD | Date |
| 8 | 76 | 76 | 1 | Reason Code | E = Expired | Left |
| 9 | 77 | 146 | 70 | Reason Description | Expired | Left |
| | | | 146 | **Total Record Length** | | |

## Comma-Delimited Record Layout

The comma and pipe-delimited reports have required header information and column headings prior to the detail records.

### Heading Information

| Expired Direct Loan MPN Report<br>Heading Information | | Comma-Delimited Record Layout |
|---|---|---|
| **Line** | **Field Name and Description** | **Valid Field Content** |
| 1 | U.S. Department of Education | U.S. DEPARTMENT OF EDUCATION |
| 2 | Report Name | MPN DISCHARGE REPORT |
| 3 | Borrower Last Name | LAST NAME |
| | Borrower First Name | FIRST NAME |
| | Borrower Middle Initial | MIDDLE INITIAL |
| | Borrower Social Security Number (SSN) | SSN |
| | Borrower Date of Birth (DOB) | DOB |
| | Master Promissory Note ID | MPN ID |
| | Master Promissory Note Expiration Date | EXPIRATION DATE |
| | Expiration Reason Code | MPN STATUS |
| | Expiration Reason Description | MPN EXPIRATION STATUS |

### Detail Record

| Expired Direct Loan MPN Report<br>Detail Record | | Comma-Delimited Record Layout |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Borrower Last Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| B | Borrower First Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Borrower Middle Initial | Uppercase A-Z<br>Can be blank |
| Comma | Delimiter | , |
| D | Borrower Social Security Number (SSN) | 001010001–999999998 |
| Comma | Delimiter | , |
| E | Borrower Date of Birth (DOB) | Format is CCYYMMDD |
| Comma | Delimiter | , |

| Expired Direct Loan MPN Report<br>Detail Record | | Comma-Delimited Record Layout |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| F | MPN ID | 123456789M10G12345001<br>21-character MPN ID of the MPN made inactive due to discharge<br><br>The components of the MPN ID are:<br>Person's SSN: 001010001–999999998<br>MPN Indicator<br>Program Year: 10 (for 2009-2010)<br>Direct Loan School Code: X00000-X99999<br> where X = G or E<br>Loan Sequence Number: 001-999 |
| Comma | Delimiter | , |
| G | Expiration Date | Format is CCYYMMDD |
| Comma | Delimiter | , |
| H | Expiration Reason Code | E = Expired |
| Comma | Delimiter | , |
| I | Expiration Reason Description | Expired |

## Pipe-Delimited Record Layout

The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

## *Direct Loan MPNs Due to Expire Report*

The MPNs Due to Expire Report contains data on MPNs that will expire (become inactive) within the next 60 days due to any of the following reasons:

- No awards linked within a year of the date of receipt

- No actual disbursements on a linked award within a year of the date of receipt

- 10 years passing since the date of receipt

MPNs that have expired and were previously included on the report will no longer appear on the report.  In addition, MPNs that will no longer expire within the next 60 days due to recent activity will be removed from future report.

This report can be used to:

- Identify when a new MPN may be needed for an award at your school

  o If an MPN is about to expire, and you know that your award will not be accepted, linked, and disbursed prior to the expiration date of the note, you should obtain a new MPN.

  o If an MPN is about to expire that is already linked to an award at your school, no further action is necessary for that award.  Any disbursements made to the linked award will book using the existing promissory note.

### Business Rules

1. The MPNs Due to Expire Report is sorted in the following order (with each field listed in ascending order):

   a. Last Name

   b. First Name

   c. Middle Initial

   d. SSN, and then

   e. DOB

2. The MPNs Due to Expire Report is available via the SAIG in the following formats, which can be selected via the COD website Report Selection screen under the "School" menu:

   a. Fixed-length (default)

   b. Pipe-delimited

   c. Comma-delimited

3. The MPN's Due to Expire Report is available via the COD web in only comma-delimited format.

4. The MPNs Due to Expire Report (all format types) is sent from the COD System with message class MPNEXPOP.

5. The MPNs Due to Expire Report is transmitted to the Reporting School's SAIG mailbox and Newsbox on a monthly basis.

6. The MPNs Due to Expire Report is transmitted to the following Attended School's Newsbox on a monthly basis:

   a. All Attended Schools with loans linked to the MPNs in the report.

**Name Display**
This report will not display the last name and middle initial, and will truncate all but the first two characters of the first name of borrowers who have not been established on the COD system.

**Format Options**
Previous versions of this report will also be available on the COD web site.

b. All Attended Schools that created the MPNs listed in the report regardless of whether or not an award was linked to the MPN.

7. Although the MPNs Due to Expire Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD web site.

## Fixed-Length Record Layout

| Direct Loan MPNs Due To Expire Report Detail Record Layout | | | | | | Fixed-Length Record Layout |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 16 | 16 | Borrower Last Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br><br>If the last name is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 2 | 17 | 28 | 12 | Borrower First Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) | Left |
| 3 | 29 | 29 | 1 | Borrower Middle Initial | Uppercase A-Z<br>Can be blank | Left |
| 4 | 30 | 38 | 9 | Borrower Social Security Number (SSN) | 001010001–999999998 | Right |
| 5 | 39 | 46 | 8 | Borrower Date of Birth (DOB) | Format is CCYYMMDD | Date |
| 6 | 47 | 67 | 21 | MPN ID | 123456789M10G12345001<br>21-character MPN ID of the expired MPN<br><br>The components of the MPN ID are:<br>Person's SSN:<br>001010001–999999998<br>MPN Indicator<br>Program Year: 10 (for 2009-2010)<br>Direct Loan School Code:<br>      X00000-X99999<br>   where X = G or E<br>Loan Sequence Number:  001-999 | Left |
| 7 | 68 | 75 | 8 | Expiration Date | Format is CCYYMMDD | Date |
| 8 | 76 | 76 | 1 | Reason Code | A = About to Expire | Left |
| 9 | 77 | 146 | 70 | Reason Description | About to Expire | Left |
| | | | 146 | **Total Record Length** | | |

# Comma-Delimited Record Layout

The comma and pipe-delimited reports have required header information and column headings prior to the detail records.

## Heading Information

| Line | Field Name and Description | Valid Field Content |
|---|---|---|
| Direct Loan MPNs Due To Expire Report — Heading Information — Comma-Delimited Record Layout |
| 1 | U.S. Department of Education | U.S. DEPARTMENT OF EDUCATION |
| 2 | Report Name | MPNS DUE TO EXPIRE REPORT |
| 3 | Borrower Last Name | LAST NAME |
| | Borrower First Name | FIRST NAME |
| | Borrower Middle Initial | MIDDLE INITIAL |
| | Borrower Social Security Number (SSN) | SSN |
| | Borrower Date of Birth (DOB) | DOB |
| | Master Promissory Note ID | MPN ID |
| | Master Promissory Note Expiration Date | EXPIRATION DATE |
| | Expiration Reason Code | MPN STATUS |
| | Expiration Reason Description | MPN EXPIRATION STATUS |

## Detail Record

| Column | Field Name and Description | Valid Field Content |
|---|---|---|
| Direct Loan MPNs Due To Expire Report — Detail Record — Comma-Delimited Record Layout |
| A | Borrower Last Name | 0-9, Uppercase A-Z, . (Period), ' (Apostrophe), - (Dash) |
| Comma | Delimiter | , |
| B | Borrower First Name | 0–9, Uppercase A–Z, . (Period), ' (Apostrophe), - (Dash) |
| Comma | Delimiter | , |
| C | Borrower Middle Initial | Uppercase A-Z, Can be blank |
| Comma | Delimiter | , |
| D | Borrower Social Security Number (SSN) | 001010001–999999998 |
| Comma | Delimiter | , |
| E | Borrower Date of Birth (DOB) | Format is CCYYMMDD |
| Comma | Delimiter | , |

| Direct Loan MPNs Due To Expire Report<br>Detail Record | | Comma-Delimited Record Layout |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| F | MPN ID | 123456789M10G12345001<br>21-character MPN ID of the MPN made inactive due to discharge<br><br>The components of the MPN ID are:<br>Person's SSN:  001010001–999999998<br>MPN Indicator<br>Program Year: 10 (for 2009-2010)<br>Direct Loan School Code:  X00000-X99999<br> where X = G or E<br>Loan Sequence Number:  001-999 |
| Comma | Delimiter | , |
| G | Expiration Date | Format is CCYYMMDD |
| Comma | Delimiter | , |
| H | Expiration Reason Code | A = About to Expire |
| Comma | Delimiter | , |
| I | Expiration Reason Description | About to Expire |

## Pipe-Delimited Record Layout

The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

# Rigorous Secondary School Programs of Study, and Eligible Majors

*This section provides the Rigorous Secondary School Programs of Study for the Academic Competitiveness Grant (ACG) and the Eligible Majors (Program CIP Codes) for the National SMART Grant.*

*Additional information on these programs can be found on the Office of Postsecondary Education website at http://www.ed.gov/about/offices/list/ope/ac-smart.html.*

## Table of Contents

# Academic Competitiveness Grant (ACG)

To be eligible for an ACG, a student must meet the criteria outlined in DCL GEN-06-08, GEN 08-08, and in the regulations.

- Student may not receive ACG concurrently from more than one school.

## First-year students

A first-year student is a student with a Grade Level equal to 0 or 1.

First-year students must also fulfill the following requirements in order to receive an ACG award:

- May not have been previously enrolled in a program of undergraduate education.

- Have completed secondary school program of study after January 1, 2006.

## Second-year students

A second-year student is a student with a Grade Level equal to 2.

Second-year students must also fulfill the following requirements in order to receive an ACG award:

- Have completed secondary school program of study after January 1, 2005.

- Have at least a 3.0 Grade Point Average (G.P.A.)

- Students must have completed a rigorous secondary school program of study.

## *Options for Meeting Rigorous Program Definition*

| Eligibility/Payment Reason Code | Reason Description |
|---|---|
| 01 | State Designated Program<br>• State Submitted Program<br>• An advanced or honors secondary school program established by a state and in existence for the 04-05 or 05-06 school year<br>• State Scholars Initiative |
| 02 | Completion of at least two Advanced Placement courses with passing test score of 3 or two International Baccalaureate courses with passing test score of 4. |
| 03 | The student has completed a high school course of study with at least:<br>• Four years of high school English;<br>• Three years of high school math, including Algebra I and another higher level math course;<br>• Three years of science, including one year each of at least two of the following courses: biology, chemistry, and physics;<br>• Three years of high school social studies; and<br>• One year of high school language other than English |

## *Eligibility/Payment Reason Codes*

Schools must submit to COD the appropriate `Eligibility/Payment Reason Code` for each ACG award. Valid values are:

01 = Rigorous High School Program

02 = Advanced Placement/International Baccalaureate Coursework

03 = Coursework

When the `Eligibility/Payment Reason Code = 01`, a school must also submit to COD the appropriate `Rigorous High School Program Code`. This code is a 6-position alpha-numerical string. This section provides the listing of Rigorous High School Program Codes by state.

## *Rigorous Secondary (High) School Programs of Study*

| Program Name | Code |
|---|---|
| **Alabama** | |
| Alabama Advanced Academic Endorsement | AL0001 |
| High Schools That Work Award of Educational Achievement | AL0002 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Alaska** | |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **American Samoa** | |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Arizona** | |
| Arizona Dual Credit Coursework Program | AZ0001 |
| Arizona Academic Scholars | AZ6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Arkansas** | |
| Arkansas Academic Challenge Core Curriculum | AR0001 |
| Arkansas Coursework Option | AR0002 |
| Arkansas Scholars | AR6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **California** | |
| California Golden State Seal Merit Diploma | CA0001 |
| California A-G Requirements | CA0002 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Colorado** | |
| Colorado Higher Education Admission Requirements (HEAR) | CO0001 |
| Colorado State Scholars Initiative | CO6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Connecticut** | |
| Connecticut Technical High School System Program | CT0001 |
| Connecticut Dual Enrollment Program | CT0002 |
| Connecticut State Scholars | CT6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Delaware** | |
| Delaware Distinguished Achievement Diploma | DE0001 |
| High Schools That Work Award of Educational Achievement | DE0002 |
| Delaware Coursework Requirements | DE0003 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **District of Columbia** | |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Florida** | |
| Florida Bright Futures Program | FL0001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Georgia** | |
| Georgia College Preparatory with Distinction Diploma | GA0001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |

| Program Name | Code |
|---|---|
| **Guam** | |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Hawaii** | |
| High Schools That Work Award of Educational Achievement | HI0001 |
| Hawaii B Plus Scholarship Program | HI0002 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Idaho** | |
| Idaho College Admission Core | ID0001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Illinois** | |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Indiana** | |
| Indiana Academic Honors Diploma | IN0001 |
| Indiana Core 40 | IN0002 |
| Indiana State Scholars Initiative | IN6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Iowa** | |
| Iowa Coursework Requirements | IA0001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Kansas** | |
| Kansas Scholars Curriculum | KS0001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Kentucky** | |
| Kentucky Commonwealth Diploma | KY0001 |
| Kentucky PreCollege Curriculum | KY0002 |
| High Schools That Work Award of Educational Achievement | KY0003 |
| Kentucky Scholars | KY6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Louisiana** | |
| Louisiana Academic Endorsement to the Standard Diploma | LA0001 |
| Louisiana's TOPS/Regents High School Core Curriculum | LA0002 |
| Standard Diploma with Career and Technical Endorsements, for those students who have completed the TOPS/Regents High School Core Curriculum | LA0003 |
| Louisiana State Scholars | LA6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Maine** | |
| Maine Course Work Program Number One | ME0001 |
| Maine Course Work Program Number Two | ME0002 |
| Maine Advanced Placement Program | ME0003 |
| Maine Dual Enrollment Program | ME0004 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Maryland** | |
| Maryland Scholars | MD6001 |

| Program Name | Code |
|---|---|
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Massachusetts** | |
| The Koplik Certificate of Mastery with Distinction | MA0001 |
| Massachusetts Board of Higher Education Admissions Criteria | MA0002 |
| Massachusetts Scholars | MA6001 |
| MassCore | MA0003 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Michigan** | |
| Michigan Merit Standard | MI0001 |
| Michigan Scholars | MI6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Minnesota** | |
| Minnesota Coursework Requirements | MN0001 |
| Minnesota Dual Credit Program | MN0002 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Mississippi** | |
| Mississippi Dual Enrollment Program of Study | MS0001 |
| Mississippi Scholars | MS6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Missouri** | |
| Missouri College Preparatory Studies Certificate | MO0001 |
| Missouri High School Core Curriculum Requirements | MO0002 |
| Missouri Show-Me Scholars | MO6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Montana** | |
| Montana Rigorous Core | MT0001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Nebraska** | |
| Nebraska Scholars | NE6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Nevada** | |
| Nevada Advanced Diploma | NV0001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **New Hampshire** | |
| New Hampshire Dual Enrollment Program | NH0001 |
| New Hampshire Granite State Scholars | NH6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **New Jersey** | |
| NJ Stars Program | NJ0001 |
| State Scholars NJ | NJ6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **New Mexico** | |

| Program Name | Code |
|---|---|
| New Mexico Scholars | NM6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **New York** | |
| New York Regents Diploma with Honors or Advanced Designation | NY0001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **North Carolina** | |
| North Carolina College/University Preparation Course of Study | NC0001 |
| North Carolina State Scholars Initiative | NC6001 |
| NC Academic Scholars Program | NC0002 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **North Dakota** | |
| North Dakota Admission Standards to Baccalaureate and Graduate Institutions | ND0001 |
| North Dakota Dual Enrollment Program | ND0002 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Ohio** | |
| Ohio Honors Diploma | OH0001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Oklahoma** | |
| Oklahoma Certificate of Distinction | OK0001 |
| High Schools That Work Award of Educational Achievement | OK0002 |
| Oklahoma Higher Learning Access Program (OHLAP) | OK0003 |
| Oklahoma Scholars | OK6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Oregon** | |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Pennsylvania** | |
| Pennsylvania Certificate of Distinction | PA0001 |
| High Schools That Work Award of Educational Achievement | PA0002 |
| Project 720 College and Career Prep Course Sequence | PA0003 |
| Pennsylvania Dual Enrollment Program | PA0004 |
| Pennsylvania Admission to State Institutions of Higher Education | PA0005 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Puerto Rico** | |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Rhode Island** | |
| Rhode Island Scholars | RI6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **South Carolina** | |
| High Schools That Work Award of Educational Achievement | SC0001 |
| South Carolina Academic Achievement Honors Award | SC0002 |
| College Preparatory Course Prerequisite Requirements | SC0003 |

| Program Name | Code |
|---|---|
| South Carolina Dual Enrollment Program | SC0004 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **South Dakota** | |
| South Dakota Scholars Initiative | SD6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Tennessee** | |
| Tennessee University Path Curriculum | TN0001 |
| Tennessee Dual Enrollment Program | TN0002 |
| Tennessee Scholars | TN6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Texas** | |
| Texas Distinguished Achievement Diploma | TX0001 |
| Texas Recommended High School Program | TX0002 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Utah** | |
| Utah Concurrent Enrollment Program | UT0001 |
| Utah Scholars | UT6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Vermont** | |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Virginia** | |
| Virginia Advanced Studies Diploma | VA0001 |
| Virginia Coursework Requirements | VA0002 |
| Virginia Commonwealth Scholars | VA6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Virgin Islands** | |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Washington** | |
| Washington Scholar Designation | WA0001 |
| Washington Coursework Requirements | WA0002 |
| Washington Opportunity Scholars Initiative | WA6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **West Virginia** | |
| High Schools That Work Award of Educational Achievement | WV0001 |
| West Virginia PROMISE | WV0002 |
| West Virginia Earn a Degree-Graduate Early (EDGE) | WV0003 |
| West Virginia Dual Credit Program | WV0004 |
| West Virginia Scholars | WV6001 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Wisconsin** | |
| Wisconsin Coursework Requirements | WI0001 |
| Wisconsin Dual Enrollment Program | WI0002 |
| Department of Defense Education Activity (DoDEA) Requirements | DD0001 |
| **Wyoming** | |

| Program Name | Code |
|---|---|
| Wyoming Advanced Endorsement Diploma | `WY0001` |
| Assured Admission to the University of Wyoming | `WY0002` |
| Wyoming State Scholars Initiative | `WY6001` |
| Department of Defense Education Activity (DoDEA) Requirements | `DD0001` |

# National Science and Mathematics Access to Retain Talent (SMART) Grant

## *Eligible Majors (Program CIP Code)*

To be eligible for a National SMART Grant, a student must meet the criteria outlined in DCL GEN-06-08, GEN 08-08, and in the regulations.

- Student may not receive a National SMART Grant concurrently from more than one school.

- Have at least a 3.0 Grade Point Average (G.P.A)

- Limited to 3$^{rd}$, 4$^{th}$, and 5$^{th}$ year students

- Eligible majors identified annually in Physical science, Life science, Computer Science, Engineering, Mathematics, Technology, and Critical foreign language.

A school must submit to COD the appropriate NCES CIP code for a National SMART Grant award. This code is 7 positions including a decimal (numerical string). These codes are also listed in the attachment to GEN-07-06 published September 24, 2007.

> **Eligible Majors**
> See GEN-07-06 published September 24, 2007 for a complete list of eligible majors.

## Computer Science

Computer Science:  The branch of knowledge or study of computers, including such fields of knowledge or study as computer hardware, computer software, computer engineering, information systems, and robotics.

| | |
|---|---|
| **11.01** | **Computer and Information Sciences, General** |
| 11.0101 | Computer and Information Sciences, General |
| 11.0102 | Artificial Intelligence and Robotics |
| 11.0103 | Information Technology |
| 11.0199 | Computer and Information Sciences, Other |
| **11.02** | **Computer Programming** |
| 11.0201 | Computer Programming/Programmer, General |
| 11.0202 | Computer Programming, Specific Applications |
| 11.0203 | Computer Programming, Vendor/Product Certification |
| 11.0299 | Computer Programming, Other |
| **11.03** | **Data Processing** |
| 11.0301 | Data Processing and Data Processing Technology/Technician |
| **11.04** | **Information Science/Studies** |
| 11.0401 | Information Science/Studies |
| **11.05** | **Computer Systems Analysis** |
| 11.0501 | Computer Systems Analysis/Analyst |
| **11.07** | **Computer Science** |
| 11.0701 | Computer Science |

**11.08    Computer Software and Media Applications**

11.0801    Web Page, Digital/Multimedia and Information Resources Design
11.0802    Data Modeling/Warehousing and Database Administration
11.0803    Computer Graphics
11.0899    Computer Software and Media Applications, Other

**11.09    Computer Systems Networking and Telecommunications**

11.0901    Computer Systems Networking and Telecommunications

**11.10    Computer/Information Technology Administration and Management**

11.1001    System Administration/Administrator
11.1002    System, Networking, and LAN/WAN Management/Manager
11.1003    Computer and Information Systems Security
11.1004    Web/Multimedia Management and Webmaster
11.1099    Computer/Information Technology Services Administration and Management, Other

**11.99    Computer and Information Sciences and Support Services, Other**

11.9999    Computer and Information Sciences and Support Services, Other

## Engineering

Engineering:  The science by which the properties of matter and the sources of energy in nature are made useful to humanity in structures, machines, and products, as in the construction of engines, bridges, buildings, mines, and chemical plants, including such fields of knowledge or study as aeronautical engineering, chemical engineering, civil engineering, electrical engineering, industrial engineering, materials engineering, manufacturing engineering, and mechanical engineering.

**14.01    Engineering, General**

14.0101    Engineering, General

**14.02    Aerospace, Aeronautical and Astronautical Engineering**

14.0201    Aerospace, Aeronautical and Astronautical Engineering

**14.03    Agricultural/Biological Engineering and Bioengineering**

14.0301    Agricultural/Biological Engineering and Bioengineering

**14.04    Architectural Engineering**

14.0401    Architectural Engineering

**14.05    Biomedical/Medical Engineering**

14.0501    Biomedical/Medical Engineering

**14.06    Ceramic Sciences and Engineering**

14.0601    Ceramic Sciences and Engineering

**14.07    Chemical Engineering**

14.0701    Chemical Engineering

**14.08    Civil Engineering**

14.0801    Civil Engineering, General
14.0802    Geotechnical Engineering
14.0803    Structural Engineering

| | |
|---|---|
| 14.0804 | Transportation and Highway Engineering |
| 14.0805 | Water Resources Engineering |
| 14.0899 | Civil Engineering, Other |

### 14.09 Computer Engineering, General
| | |
|---|---|
| 14.0901 | Computer Engineering, General |
| 14.0902 | Computer Hardware Engineering |
| 14.0903 | Computer Software Engineering |
| 14.0999 | Computer Engineering, Other |

### 14.10 Electrical, Electronics and Communications Engineering
| | |
|---|---|
| 14.1001 | Electrical, Electronics and Communications Engineering |

### 14.11 Engineering Mechanics
| | |
|---|---|
| 14.1101 | Engineering Mechanics |

### 14.12 Engineering Physics
| | |
|---|---|
| 14.1201 | Engineering Physics |

### 14.13 Engineering Science
| | |
|---|---|
| 14.1301 | Engineering Science |

### 14.14 Environmental/Environmental Health Engineering
| | |
|---|---|
| 14.1401 | Environmental/Environmental Health Engineering |

### 14.18 Materials Engineering
| | |
|---|---|
| 14.1801 | Materials Engineering |

### 14.19 Mechanical Engineering
| | |
|---|---|
| 14.1901 | Mechanical Engineering |

### 14.20 Metallurgical Engineering
| | |
|---|---|
| 14.2001 | Metallurgical Engineering |

### 14.21 Mining and Mineral Engineering
| | |
|---|---|
| 14.2101 | Mining and Mineral Engineering |

### 14.22 Naval Architecture and Marine Engineering
| | |
|---|---|
| 14.2201 | Naval Architecture and Marine Engineering |

### 14.23 Nuclear Engineering
| | |
|---|---|
| 14.2301 | Nuclear Engineering |

### 14.24 Ocean Engineering
| | |
|---|---|
| 14.2401 | Ocean Engineering |

### 14.25 Petroleum Engineering
| | |
|---|---|
| 14.2501 | Petroleum Engineering |

### 14.27 Systems Engineering
| | |
|---|---|
| 14.2701 | Systems Engineering |

### 14.28 Textile Sciences and Engineering
| | |
|---|---|
| 14.2801 | Textile Sciences and Engineering |

### 14.31 Materials Science
| | |
|---|---|
| 14.3101 | Materials Science |

### 14.32 Polymer/Plastics Engineering
| | |
|---|---|
| 14.3201 | Polymer/Plastics Engineering |

### 14.33 Construction Engineering
| | |
|---|---|
| 14.3301 | Construction Engineering |

### 14.34 Forest Engineering
| | |
|---|---|
| 14.3401 | Forest Engineering |

| | |
|---|---|
| **14.35** | **Industrial Engineering** |
| 14.3501 | Industrial Engineering |
| **14.36** | **Manufacturing Engineering** |
| 14.3601 | Manufacturing Engineering |
| **14.37** | **Operations Research** |
| 14.3701 | Operations Research |
| **14.38** | **Surveying Engineering** |
| 14.3801 | Surveying Engineering |
| **14.39** | **Geological/Geophysical Engineering** |
| 14.3901 | Geological/Geophysical Engineering |
| **14.99** | **Engineering, Other** |
| 14.9999 | Engineering, Other |

## Foreign Language

Foreign Language:  Instructional programs that focus on foreign languages and literatures, the humanistic and scientific study of linguistics, and the provision of professional interpretation and translation services.

| | |
|---|---|
| 16.0201 | African Languages, Literatures, and Linguistics |
| 16.0301 | Chinese Language and Literature |
| 16.0302 | Japanese Language and Literature |
| 16.0303 | Korean Language and Literature |
| 16.0402 | Russian Language and Literature |
| 16.0701 | Hindi Language and Literature |
| 16.0704 | Bengali Language and Literature |
| 16.0705 | Panjabi Language and Literature |
| 16.0707 | Urdu Language and Literature |
| 16.0801 | Iranian/Persian Languages, Literatures, and Linguistics |
| 16.0904 | Portuguese Language and Literature |
| 16.1101 | Arabic Language and Literature |
| 16.1102 | Hebrew Language and Literature |
| 16.1402 | Bahasa Indonesian/Bahasa Malay Languages and Literatures |
| 16.1404 | Filipino/Tagalog Language and Literature |
| 16.1501 | Turkish Language and Literature |
| 16.1599 | Turkic, Ural-Altaic, Caucasian, and Central Asian Languages, Literatures, and Linguistics, Other |

## Life Sciences

Life sciences:  The branch of knowledge or study of living things, including such fields of knowledge or study as biology, biochemistry, biophysics, microbiology, genetics, physiology, botany, zoology, ecology, and behavioral biology, except that the term does not encompass the health professions.

### *26. BIOLOGICAL AND BIOMEDICAL SCIENCES*

| | |
|---|---|
| **26.01** | **Biology, General** |
| 26.0101 | Biology/Biological Sciences, General |
| 26.0102 | Biomedical Sciences, General |

### 26.02 Biochemistry, Biophysics and Molecular Biology

26.0202  Biochemistry
26.0203  Biophysics
26.0204  Molecular Biology
26.0205  Molecular Biochemistry
26.0206  Molecular Biophysics
26.0207  Structural Biology
26.0208  Photobiology
26.0209  Radiation Biology/Radiobiology
26.0210  Biochemistry/Biophysics and Molecular Biology
26.0299  Biochemistry, Biophysics and Molecular Biology, Other

### 26.03 Botany/Plant Biology

26.0301  Botany/Plant Biology
26.0305  Plant Pathology/Phytopathology
26.0307  Plant Physiology
26.0308  Plant Molecular Biology
26.0399  Botany/Plant Biology, Other

### 26.04 Cell/Cellular Biology and Anatomical Sciences

26.0401  Cell/Cellular Biology and Histology
26.0403  Anatomy
26.0404  Developmental Biology and Embryology
26.0405  Neuroanatomy
26.0406  Cell/Cellular and Molecular Biology
26.0407  Cell Biology and Anatomy
26.0499  Cell/Cellular Biology and Anatomical Sciences, Other

### 26.05 Microbiological Sciences and Immunology

26.0502  Microbiology, General
26.0503  Medical Microbiology and Bacteriology
26.0504  Virology
26.0505  Parasitology
26.0506  Mycology
26.0507  Immunology
26.0599  Microbiological Sciences and Immunology, Other

### 26.07 Zoology/Animal Biology

26.0701  Zoology/Animal Biology
26.0702  Entomology
26.0707  Animal Physiology
26.0708  Animal Behavior and Ethology
26.0709  Wildlife Biology
26.0799  Zoology/Animal Biology, Other

### 26.08 Genetics

26.0801  Genetics, General
26.0802  Molecular Genetics
26.0803  Microbial and Eukaryotic Genetics
26.0804  Animal Genetics
26.0805  Plant Genetics
26.0806  Human/Medical Genetics
26.0899  Genetics, Other

### 26.09 Physiology, Pathology and Related Sciences

26.0901  Physiology, General
26.0902  Molecular Physiology
26.0903  Cell Physiology

26.0904    Endocrinology
26.0905    Reproductive Biology
26.0906    Neurobiology and Neurophysiology
26.0907    Cardiovascular Science
26.0908    Exercise Physiology
26.0909    Vision Science/Physiological Optics
26.0910    Pathology/Experimental Pathology
26.0911    Oncology and Cancer Biology
26.0999    Physiology, Pathology, and Related Sciences, Other

### 26.10    Pharmacology and Toxicology
26.1001    Pharmacology
26.1002    Molecular Pharmacology
26.1003    Neuropharmacology
26.1004    Toxicology
26.1005    Molecular Toxicology
26.1006    Environmental Toxicology
26.1007    Pharmacology and Toxicology
26.1099    Pharmacology and Toxicology, Other

### 26.11    Biomathematics and Bioinformatics
26.1101    Biometry/Biometrics
26.1102    Biostatistics
26.1103    Bioinformatics
26.1199    Biomathematics and Bioinformatics, Other

### 26.12    Biotechnology
26.1201    Biotechnology

### 26.13    Ecology, Evolution, Systematics and Population Biology
26.1301    Ecology
26.1302    Marine Biology and Biological Oceanography
26.1303    Evolutionary Biology
26.1304    Aquatic Biology/Limnology
26.1305    Environmental Biology
26.1306    Population Biology
26.1307    Conservation Biology
26.1308    Systematic Biology/Biological Systematics
26.1309    Epidemiology
26.1399    Ecology, Evolution, Systematics and Population Biology, Other

### 26.99    Biological and Biomedical Sciences, Other
26.9999    Biological and Biomedical Sciences, Other

### 01.    AGRICULTURE, AGRICULTURE OPERATIONS, AND RELATED SCIENCES

### 01.09    Animal Sciences
01.0901    Animal Sciences, General
01.0902    Agricultural Animal Breeding
01.0903    Animal Health
01.0904    Animal Nutrition
01.0905    Dairy Science
01.0906    Livestock Management
01.0907    Poultry Science

| | |
|---|---|
| 01.0999 | Animal Sciences, Other |

**01.10    Food Science and Technology**

| | |
|---|---|
| 01.1001 | Food Science |
| 01.1002 | Food Technology and Processing |

**01.11    Plant Sciences**

| | |
|---|---|
| 01.1101 | Plant Sciences, General |
| 01.1102 | Agronomy and Crop Science |
| 01.1103 | Horticultural Science |
| 01.1104 | Agricultural and Horticultural Plant Breeding |
| 01.1105 | Plant Protection and Integrated Pest Management |
| 01.1106 | Range Science and Management |
| 01.1199 | Plant Sciences, Other |

**01.12    Soil Sciences**

| | |
|---|---|
| 01.1201 | Soil Science and Agronomy, General |
| 01.1202 | Soil Chemistry and Physics |
| 01.1203 | Soil Microbiology |
| 01.1299 | Soil Sciences, Other |

## Mathematics

Mathematics:  The branch of knowledge or study of numbers and the systematic treatment of magnitude, relationships between figures and forms, and relations between quantities expressed symbolically, including such fields of knowledge or study as statistics, applied mathematics, and operations research.

**27.01    Mathematics**

| | |
|---|---|
| 27.0101 | Mathematics, General |
| 27.0102 | Algebra and Number Theory |
| 27.0103 | Analysis and Functional Analysis |
| 27.0104 | Geometry/Geometric Analysis |
| 27.0105 | Topology and Foundations |
| 27.0199 | Mathematics, Other |

**27.03    Applied Mathematics**

| | |
|---|---|
| 27.0301 | Applied Mathematics |
| 27.0303 | Computational Mathematics |
| 27.0399 | Applied Mathematics, Other |

**27.05    Statistics**

| | |
|---|---|
| 27.0501 | Statistics, General |
| 27.0502 | Mathematical Statistics and Probability |
| 27.0599 | Statistics, Other |

**27.99    Mathematics and Statistics, Other**

| | |
|---|---|
| 27.9999 | Mathematics and Statistics, Other |

## Natural Resources and Conservation

Natural Resources and Conservation: Instructional programs that focus on the various natural resources and conservation fields and prepare individuals for related occupations.

**03.    Natural Resources and Conservation**

**03.01    Natural Resources and Conservation and Research**

| | |
|---|---|
| 03.0104 | Environmental Science |

03.03        Fishing and Fisheries Sciences and Management
03.0301      Fishing and Fisheries Sciences and Management

03.05        Forestry
03.0502      Forest Sciences and Biology
03.0509      Wood Science and Wood Products/Pulp and Paper
             Technology

03.06        Wildlife and Wildlands Science and Management
03.0601      Wildlife and Wildlands Science and Management

## Physical Sciences

Physical sciences:  The branch of knowledge or study of the material universe, including such fields of knowledge or study as astronomy, atmospheric sciences, chemistry, earth sciences, ocean sciences, physics, and planetary sciences.

40.01        Physical Sciences
40.0101      Physical Sciences

40.02        Astronomy and Astrophysics
40.0201      Astronomy
40.0202      Astrophysics
40.0203      Planetary Astronomy and Science
40.0299      Astronomy and Astrophysics, Other

40.04        Atmospheric Sciences and Meteorology
40.0401      Atmospheric Sciences and Meteorology, General
40.0402      Atmospheric Chemistry and Climatology
40.0403      Atmospheric Physics and Dynamics
40.0404      Meteorology
40.0499      Atmospheric Sciences and Meteorology, Other

40.05        Chemistry
40.0501      Chemistry General
40.0502      Analytical Chemistry
40.0503      Inorganic Chemistry
40.0504      Organic Chemistry
40.0506      Physical and Theoretical Chemistry
40.0507      Polymer Chemistry
40.0508      Chemical Physics
40.0599      Chemistry, Other

40.06        Geological and Earth Sciences/Geosciences
40.0601      Geology/Earth Science, General
40.0602      Geochemistry
40.0603      Geophysics and Seismology
40.0604      Paleontology
40.0605      Hydrology and Water Resources Science
40.0606      Geochemistry and Petrology
40.0607      Oceanography, Chemical and Physical
40.0699      Geological and Earth Sciences/Geosciences, Other

40.08        Physics
40.0801      Physics, General
40.0802      Atomic/Molecular Physics

| | |
|---|---|
| 40.0804 | Elementary Particle Physics |
| 40.0805 | Plasma and High-Temperature Physics |
| 40.0806 | Nuclear Physics |
| 40.0807 | Optics/Optical Sciences |
| 40.0808 | Solid State and Low-Temperature Physics |
| 40.0809 | Acoustics |
| 40.0810 | Theoretical and Mathematical Physics |
| 40.0899 | Physics, Other |

**40.99** **Physical Sciences, Other**
| | |
|---|---|
| 40.9999 | Physical Sciences, Other |

## Psychology

Psychology:  Instructional programs that focus on the scientific study of the behavior of individuals, independently or collectively, and the physical and environmental bases of mental, emotional, and neurological activity.

*42.* *Psychology*

**42.11** **Physiological Psychology/Psychobiology**
| | |
|---|---|
| 42.1101 | Physiological Psychology/Psychobiology |

## Technology

Technology: The application of mechanical or scientific knowledge, for example, applied science.

*15.* *ENGINEERING TECHNOLOGIES/TECHNICIANS*

**15.00** **Engineering Technology, General**
| | |
|---|---|
| 15.0000 | Engineering Technology, General |

**15.01** **Architectural Engineering Technologies/Technicians**
| | |
|---|---|
| 15.0101 | Architectural Engineering Technology/Technician |

**15.02** **Civil Engineering Technologies/Technicians**
| | |
|---|---|
| 15.0201 | Civil Engineering Technology/Technician |

**15.03** **Electrical Engineering Technologies/Technicians**
| | |
|---|---|
| 15.0303 | Electrical, Electronic and Communications Engineering Technology/Technician |
| 15.0304 | Laser and Optical Technology/Technician |
| 15.0305 | Telecommunications Technology/Technician |
| 15.0399 | Electrical and Electronic Engineering Technologies/Technicians, Other |

**15.04** **Electromechanical Instrumentation and Maintenance Technologies/Technicians**
| | |
|---|---|
| 15.0401 | Biomedical Technology/Technician |
| 15.0403 | Electromechanical Technology/Electromechanical Engineering Technology |
| 15.0404 | Instrumentation Technology/Technician |
| 15.0405 | Robotics Technology/Technician |
| 15.0499 | Electromechanical and Instrumentation and Maintenance Technologies/Technicians, Other |

**15.05** **Environmental Control Technologies/Technicians**
| | |
|---|---|
| 15.0503 | Energy Management and Systems Technology/Technician |
| 15.0505 | Solar Energy Technology/Technician |

| | |
|---|---|
| 15.0506 | Water Quality and Wastewater Treatment Management and Recycling Technology/Technician |
| 15.0507 | Environmental Engineering Technology/Environmental Technology |
| 15.0508 | Hazardous Materials Management and Waste Technology/Technician |
| 15.0599 | Environmental Control Technologies/Technicians, Other |

**15.06      Industrial Production Technologies/Technicians**

| | |
|---|---|
| 15.0607 | Plastics Engineering Technology/Technician |
| 15.0611 | Metallurgical Technology/Technician |
| 15.0612 | Industrial Technology/Technician |
| 15.0613 | Manufacturing Technology/Technician |
| 15.0699 | Industrial Production Technologies/Technicians, Other |

**15.07      Quality Control and Safety Technologies/Technicians**

| | |
|---|---|
| 15.0701 | Occupational Safety and Health Technology/Technician |
| 15.0702 | Quality Control Technology/Technician |
| 15.0703 | Industrial Safety Technology/Technician |
| 15.0704 | Hazardous Materials Information Systems Technology/Technician |
| 15.0799 | Quality Control and Safety Technologies/Technicians, Other |

**15.08      Mechanical Engineering Related Technologies/Technicians**

| | |
|---|---|
| 15.0801 | Aeronautical/Aerospace Engineering Technology/Technician |
| 15.0803 | Automotive Engineering Technology/Technician |
| 15.0805 | Mechanical Engineering/Mechanical Technology/Technician |
| 15.0899 | Mechanical Engineering Related Technologies/Technicians, Other |

**15.09      Mining and Petroleum Technologies/Technicians**

| | |
|---|---|
| 15.0901 | Mining Technology/Technician |
| 15.0903 | Petroleum Technology/Technician |
| 15.0999 | Mining and Petroleum Technologies/Technicians, Other |

**15.10      Construction Engineering Technologies**

| | |
|---|---|
| 15.1001 | Construction Engineering Technology/Technician |

**15.11      Engineering-Related Technologies**

| | |
|---|---|
| 15.1102 | Surveying Technology/Surveying |
| 15.1103 | Hydraulics and Fluid Power Technology/Technician |
| 15.1199 | Engineering-Related Technologies, Other |

**15.12      Computer Engineering Technologies/Technicians**

| | |
|---|---|
| 15.1201 | Computer Engineering Technology/Technician |
| 15.1202 | Computer Technology/Computer Systems Technology |
| 15.1203 | Computer Hardware Technology/Technician |
| 15.1204 | Computer Software Technology/Technician |
| 15.1299 | Computer Engineering Technologies/Technicians, Other |

**15.13      Drafting/Design Engineering Technologies/Technicians**

| | |
|---|---|
| 15.1301 | Drafting and Design Technology/Technician, General |
| 15.1302 | CAD/CADD Drafting and/or Design Technology/Technician |
| 15.1303 | Architectural Drafting and Architectural CAD/CADD |
| 15.1304 | Civil Drafting and Civil Engineering CAD/CADD |

| | |
|---|---|
| 15.1305 | Electrical/Electronics Drafting and Electrical/Electronics CAD/CADD |
| 15.1306 | Mechanical Drafting and Mechanical Drafting CAD/CADD |
| 15.1399 | Drafting/Design Engineering Technologies/Technicians, Other |

**15.14  Nuclear Engineering Technologies/Technicians**

| | |
|---|---|
| 15.1401 | Nuclear Engineering Technology/Technician |

**15.15  Engineering-Related Fields**

| | |
|---|---|
| 15.1501 | Engineering/Industrial Management |

**15.99  Engineering Technologies/Technicians, Other**

| | |
|---|---|
| 15.9999 | Engineering Technologies/Technicians, Other |

**29.  *MILITARY TECHNOLOGIES***

**29.01  Military Technologies**

| | |
|---|---|
| 29.0101 | Military Technologies |

**41.  *SCIENCE TECHNOLOGIES/TECHNICIANS***

**41.01  Biology Technician/Biotechnology Laboratory Technician**

| | |
|---|---|
| 41.0101 | Biology Technician/Biotechnology Laboratory Technician |

**41.02  Nuclear and Industrial Radiologic Technologies/Technicians**

| | |
|---|---|
| 41.0204 | Industrial Radiologic Technology/Technician |
| 41.0205 | Nuclear/Nuclear Power Technology/Technician |
| 41.0299 | Nuclear and Industrial Radiologic Technologies/Technicians, Other |

**41.03  Physical Science Technologies/Technicians**

| | |
|---|---|
| 41.0301 | Chemical Technology/Technician |
| 41.0399 | Physical Science Technologies/Technicians, Other |

**41.99  Science Technologies/Technicians, Other**

| | |
|---|---|
| 41.9999 | Science Technologies/Technicians, Other |

## Multidisciplinary Studies

Several Multidisciplinary Studies are also considered eligible for National SMART Grants.

**30.  *MULTI/INTERDISCIPLINARY STUDIES***

**30.01  Biological and Physical Sciences**

| | |
|---|---|
| 30.0101 | Biological and Physical Sciences |

**30.06  Systems Science and Theory**

| | |
|---|---|
| 30.0601 | Systems Science and Theory |

**30.08  Mathematics and Computer Science**

| | |
|---|---|
| 30.0801 | Mathematics and Computer Science |

**30.10  Biopsychology**

| | |
|---|---|
| 30.1001 | Biopsychology |

**30.15  Science, Technology and Society**

| | |
|---|---|
| 30.1501 | Science, Technology and Society |

**30.16  Accounting and Computer Science**

| | |
|---|---|
| 30.1601 | Accounting and Computer Science |

**30.18      Natural Sciences**
30.1801      Natural Sciences

**30.19      Nutritional Sciences**
30.1901      Nutritional Sciences

**30.24      Neuroscience**
30.2401      Neuroscience

**30.25      Cognitive Science**
30.2501      Cognitive Science